State of Maine

Technical Questions

Factor 3: Coalition Member Experience

Question 6: Please describe the type and amount of in-kind resources and possible role in tobacco control of each proposed coalition member.

As stated in the Technical Proposal (page 3), "Maine's public health and health care community has a rich history of coalition building for action for health." The following are some example:

- Coalition on Smoking Or Health
- Maine School Health Education Coalition
- Adolescent Pregnancy Coalition
- Consumers for Affordable Health Care Coalition
- Project LEAN Maine Partners Network
- Maine Prevention Network
- Healthy Mothers, Healthy Babies Coalition

Thus, Maine agencies and organizations are accustomed to working in coalitions which include the sharing of resource contributions to make the coalition work.

The nature and extent of the type and amount of in-kind resources may vary by Coalition member and activity. The nature of coalitions is that different members bring to the process their own contributions - in the form of people, skills, funds, in-kind contributions, networks and contacts or other. It is the diversity and richness of a coalition that provides the synergistic effect necessary to make it work.

The Technical Proposal indicated (page 140) that the Maine Project ASSIST would "develop an Annual Action Plan. The plan will include relevant portions of the Phase II plan, set annual goals and objectives, and describe coalition wide events and other activities." The Annual Action Plan will detail the roles and responsibilities of various Coalition members in fulfilling the plan.

The Technical Proposal also indicated (page 127),

> "7. A Letter of Understanding (LOU) will be developed by Project staff and approved by the Executive Committee. The LOU will detail the responsibilities of the member organization, and the responsibilities of the Maine Project ASSIST staff in consultation and technical assistance."

This letter of understanding will also detail the nature, type and amount of in-kind contributions for each organization.

In addition to the American Cancer Society, Maine Division, whose role and resources have been discussed extensively in the proposal, Coalition members will provide a variety of in-kind resources such as staff time to participate in committees, technical assistance, materials, communication resources (such as newsletters, access to other media) and intervention channels.

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Letters of support provided in the Appendix specify the levels of involvement summarized below:

UNUM Life Insurance Company

Organizational Mission - Speciality, risk-relieving financial institution

Representative Activities - Comprehensive, high quality and effective health promotion programs to employees, particularly smoking cessation. Smokefree since 1986, that year, one of four insurance companies nationally.

Constituency - 3000 UNUM employees (70% female, clerical production jobs) in Maine are reached through smoking cessation planning, nonsmoking policy, wellness fitness facility, and individualized health/health behavior programs.

Committees - Program Service.

Cancer Information Service

Organizational Mission - Provides cancer information via public access toll-free service.

Representative Activities - Can provide technical resource groups, distribute NCI materials and resources, share media resources, and monitor response (tracking calls to 1-800-4-CANCER) for data generation for evaluation.

Constituency - General public, health professionals

Committees - Community Network, Program Services

Maine Public Health Association

Organizational Mission - To protect and promote public, personal, and environmental health with public health issues education, public health advocacy, professional (personal and organizational) association activities to promote public health, and training and education promotion and assistance, including professional development.

Representative Activities - Statewide conferences, public forums, quarterly newsletter for advocacy, and professional resources

Constituency - 300 members: administrators and health professionals, dentists, dietitians, educators, nurses, pharmacists, physicians, psychologists, researchers, toxicologists and local health officers

Can serve through newsletter, legislative alert publication, conferences, public forums, and lobbying efforts

Committees: Legislative, Program Planning, Membership, and Community Network

Maine Labor Group on Health

Organizational Mission - Education for health and safety in the workplace, health care advocacy

2023671614

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Constituency - W :ers, labor unions, health professior), community and labor individuals; 2,600 in Maine and New Hampshire.

Representative Activities - Statewide health and safety training (since 1977), represents 8000 Maine workers, has capacity to develop research, quarterly newsletter provides direct information, Right to know legislation pioneering. Coalition involvement led to state legislation to reduce toxic materials in the workplace, reduce unregulated air emissions, and to mandate lessening of hazardous waste production.

Committees - worksite

Medical Care Development

Organizational Mission - Develop and operate service and educational programs; conduct research and health policy analysis for health and health care improvement.

Representative Activities - Statewide program development, i.e. hypertension, diabetes controls; emergency care; breast cancer and expansion of delivery of substance abuse preventions.

Constituency - Provider agencies, hospitals, physicians. Reaches constituents through organizations, direct contact. 50 employees: specialists, particularly in public health, telecommunications, education, health systems, and long term care.

Committees - Health Care, Data and Information Technical Workgroup

Katahdin Area Health Education Center

Organizational Mission - Education of health professionals and educational support to health professions in rural areas.

Representative Activities - Works with rural practitioners and with health care facilities in rural community-based programs for professional education.

Constituency - Rural health professionals

Committees - Health Care, Program Services

Healthworks, The Wellness Council of Southern Maine, United Way, Inc.

Organizational Mission - In part, to help employers implement and/or enhance worksite wellness programs using a representative from worksite to Healthworks.

Representative Activities - Collaboration with employers for smoking cessation, indoor air quality, smokefree society promotion.

Constituency - 20,000 employees, Greater Portland, 22 worksites

- Strategic planning
- Organizing worksites to address community health problems via employer volunteerism and financial commitment.
- Idea exchanges, networks

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

- Newsletter, disseminates information strategically at meetings and workshops for employers' health/wellness staff for smoking intervention, control and prevention.
- Clearinghouse capacity to pool resources from present employers' policies, efforts, and successes to assist other employers.
- Mailing list.

Committees - Worksite Community Network.

Family Planning Association of Maine

Organizational Mission - Assurance of delivery of comprehensive, coordinated, cost efficient, high quality family planning to the people of Maine.

Representative Activities - Clinical and educational services (one on one intervention), advocacy/training, group presentations and trainings, continuing education for health care professionals.

Constituency - 33,000 clients annually. Education of 20,000 parents and professionals. Majority of clients are women at 150% of poverty or below.

- Statewide network of 40 clinics
- Nurse practitioners in preventive model of health care provision (26 to 30 NPs, counselors).
- Preventive health screening and counseling.
- Hypertension, cholesterol, anemia, nutrition, smoking, substance abuse, sexual and physical abuse, STD services.

High priority given to smoking prevention and interventions. All clients receive attention on issue of smoking.

Personal risk assessment made with each client, with cessation interactions as appropriate.

Committees - Health Care and Community Network

Christian Civic League of Maine

Organizational Mission - Improvement of quality of human life through political action. This religious organization, on several levels, opposes all use of tobacco.

Representative Activities - lobbying, constituent services

Constituency - "Christian families, churches and individuals in Maine." Reaches constituency via lobbying, public speaking, informative letters, telephone calls and monthly newsletters. Staff: six (nonsmoking worksite).

Committees - Community Network.

Catholic Schools Office Roman Catholic Diocese - Catholic Schools

Organizational Mission - Catholic education via 24 Catholic schools in Maine.

Representative Activities - Curricular and extra curricular school activities.

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Constituency - 5 students, parents, families; 350 te hers, principals, families. Parishioners of more than 24 parishes are reached via administrative informational letters and school staff meetings.

Committees - Education and Community Network.

Maine Radio and Television Company (WCSH-TV)

Organizational Mission - Service of health information to public.

Representative Activities - The only full time health reporter in Maine. Welcoming news opportunities, public affairs and public service, call in shows and documentaries (public service productions).

Constituency - Maine residents in the listening/watching area of southern Maine to central Maine.

Committees - Media Workgroup, Community Network

Maine Elementary Principals Association

Organizational Mission - Supporting elementary principals with resources; to fill educational leadership roles; to be childhood advocates.

Representative Activities - Newsletters, conferences, lobbying and publications.

Constituency - Serve elementary and middle level principals of 350 members with newsletters, conferences and committee work.

Committees - Education and Community Network.

University of New England Area Health Education Center Program (AHEC)

Organizational Mission - "Improvement of primary health care for Maine's rural people" and to link professional health education to rural health care providers.

Representative Activities - Clinical training of health professions students, continuing professional education, technical assistance to communities and rural providers, health promotion/disease prevention, smoking cessation/prevention/control. Technical assistance provided to rural primary care providers of patient education, patient educational resources, initiating a statewide coalition to develop low literacy appropriate patient educational materials.

Constituency - Currently affiliated with 50 rural primary care physicians and 20 hospitals/community health centers.

A presence currently in Franklin County. Can support ASSIST via health educator/regional coordinator.

Committees - Program Services, Health Care.

City of Portland, Public Health Division, Health and Human Services Department

Organizational Mission - Delivery of public health services, Health Promotion and Disease Prevention are "overriding principles."

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Representative Activities - Primary health care clinic children, homeless adults), dental health education (K-6) and STD/HIV clinics, screening services, elderly health promotion, health education, community networking.

Constituency - Low income women, children (neo-natal to 21), refugees, blue collar, elderly, AFDC families, homeless. Constituency served through home visits, school education, clinics, community events, media, community groups (neighborhoods), health education classes. Staff of 48. Willing to implement ASSIST with local implementation plan.

Committees - Advisory; also local intervention site

American Heart Association, Maine Affiliate, Inc.

Organizational Mission - Reduction of risk factors for death from cardiovascular disease and stroke.

Representative Activities - The American Heart Association developed materials and programs -- "programs specifically addressing smoking and others which focus on multiple risk factor interventions." Specific worksite AHA program exists. Trainings and presentations of AHA programs can be arranged in Portland and Franklin County.

Constituency - Public via educational materials and trained lay volunteers and professionals. Reaches large numbers - third largest voluntary health agency in Maine. Network of thousands of health professionals and lay volunteers.

Committees - Education, Community Network Worksite, Executive (Executive Director)

Maine Department of Educational and Cultural Services Office of Truancy, Dropout and Alternative Education

Organizational Mission - By legislative act, to provide technical services to schools (public and private) relating to dropout prevention.

Representative Activities - Workshops, school program assessments, seminars, newsletters, and other publications.

Constituency - A sizeable school population of underachieving, at risk students in Maine who lack self esteem and positive role models.

Committees - Education and Community Network.

Maine School Boards Association

Organizational Mission - To represent and serve school boards in Maine in supportive functions.

Representative Activities - general consulting services, legal services, legislative services, and workshops. Can furnish mailing list/labels of school boards.

Constituency - 270 Maine school boards.

Committees - Education.

2023671618

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Maine Cardi scular Health Council

Organizational Mission - To promote cardiovascular health and risk reduction in Maine, with recognition of smoking as a major risk factor. To serve as the advising council to Maine Bureau of Health Community Cardiovascular Risk Reduction Program.

Representative Activities - Quarterly newsletter, Annual Statewide Educational Symposium (can include tobacco use), advocacy, standard settings and educational programs, training programs, legislative advocacy.
Can serve in planning and advisory capacities.

Constituency - Health professionals education mainly in cardiovascular risk reduction - direct interventions via physicians.

Committees - Program, Policy, Health Care, Worksites and Community Network.

Healthshare - Consumer Health Information, Portland Public Library

Organizational Mission - To provide the public with information to improve health and cope with disease, as complement to professional health care.

Representative Activities - Over $300,000 has been expended to promote personal health since 1987; is an educational resource (acquisition, distribution and reference services); provides Health and Human Care Directory for Southern Maine via patron accessible computer, interactive program in library learning center; Healthline - telephone access to recorded information (to include smoking cessation), workshops and health fairs in collaboration with other agencies.

Constituency - 50,000 people with access to Portland Public Library. Interlibrary loan expands service statewide by health professionals' offices, health agencies, media, worksites and schools.

Committees - Education and Community Network.

Maine School Health Education Coalition

Organizational Mission - To strengthen health education in Maine schools K-12.

Representative Activities - Regional advocacy for school health education teacher training to strengthen health teacher certification standards, to upgrade curricula and teacher (individual) training. Newsletters, coalition meetings, professional health education conferences, brochures, courses and workshops.

Constituency - health teachers in Maine (certified and those seeking certification. Prospective teachers, community advocacy groups for comprehensive school health education. Community advocacy groups for comprehensive school health education.

Regional advocacy task force in Greater Portland. Teacher training task force in Farmington in Franklin County. Wellness Conference annually. UM Courses.

Committees - Community Network (staff coordinator) and Education.

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Maine Association of School Nurses

Organizational Mission - To work for the health and safety of the school aged child in Maine - promotion of quality health program delivery, strengthening school nurses professional growth and advancing practice of school health nursing.

Representative Activities - Board of Directors, membership 21; Executive Committee; Standing Committee 10; network of 5 geographic regions; active telephone call method - 300 reachable in one day School health nurses: educational and direct service.

Constituency - 300 school nurses in Maine with association membership of 300.

Committees - Education, Community Network and Health Care.

Maine Department of Labor, Bureau of Employment Security

Organizational Mission - to match people with jobs; no charge to employers or applicants, as a State agency. "Bringing good people and good jobs together."

Representative Activities - applicant services and employer services - computerized matching system.

Constituency - 7,000 employers and 100,000 job seekers served by Job Service and all employers and job seekers in State via network of 17 local offices. Ninety employees in Job Service. Question number impacted by tobacco use in this "mix" of employees - some clerical, etc.

Committees - Worksite and Community Network.

Maine Consortium for Health Professions Education

Organizational Mission - The improvement of physical and mental well being of the people of Maine through the education and development of health care providers.

Representative Activities - Continuing education programs, forums, AIDS education/training via meetings, forums, newsletters, mailings and education programs. Facilitates programming for: prioritization of educational needs, avoidance of duplication and economic efficiency.

Constituency - Fifty one consortium members having direct contact with smokers. Direct care providers - hospitals/home health care; universities/colleges; professional associations; trade associations - health care providers and voluntary agencies.

Organizations worksite and meetings, programs are all covered by a No-smoking policy.

Committees - Education, Health Care, and Community Networking.

American Lung Association

Organizational Mission - Prevention of lung disease and the promotion of respiratory health.

Representative Activities - Smoking prevention and control, as an American Lung Association program area - Farmington Cooperative Health

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Education Comm ee and worksites in Portland area. livery of smoking prevention and control intervention, training of program facilitators, Maine Events Newsletter reaches 3-5,000 6 times per year, and participation in ASSIST Coalition.

Committees - Educational Systems, Community Network, Program Services, Policy, Advisory, Executive (Executive Director)

Penobscot Indian Nation

Organizational Mission - Concern for health and growth and total well being of individuals within the Penobscot Indian Nation as well as that of the Nation as a whole. (Reinforcement of each individual's personal identity, self respect and internal dignity.) This concern is stated in terms of wellness rather that correction of pathology.

Representative Activities - Participated in Behavioral Risk Survey in 1988. Direct services to population of the Nation via its Health Center including: medical, dental, nutrition, diabetes control and prevention; environmental health; community and home health care; health promotion/disease prevention; substance abuse. They offer: clinics, monthly newsletter, fliers, bulletin board and poster displays.

Constituency - Service population of Penobscot Indians and other eligible persons of 1,300. Fifty-four percent smoking prevalence rate, (Behavioral Risk Survey, 1988). No Smoking Policy in place at clinic. Capacity to exchange information with other Indian tribes and can provide a forum for other Indian tribes.

Committees - Program Service, Community Networking, Minority and Multicultural Resource Group

University of Maine Cooperative Extension

Organizational Mission - To help Maine people improve their lives through an educational process using research-based knowledge, focused on issues and needs. The organization also promotes, supports and encourages cooperation with other agencies.

Representative Activities - Educational programs, including a holistic wellness approach as well as high risk programs: family nutrition, diet, health, courses, workshops, newsletters, self study packages, support groups, multi media presentations.

Constituency - General Maine population

Committees - Education, Community Network, Program Service

Katahdin Area Council, Boy Scouts of America, Inc.

Organizational Mission - Not stated in letter.

Representative Activities - Scouting activities address developmental needs of youth - variety of educational pieces, inform leaders and young people of available educational material.

Constituency - 7,500 registered youth members and adult leaders in northeastern Maine - 6 counties - ages K-12 high school.

Committees - Program Service, Community Network, Educational Systems

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

American C ege of Physicians, Maine Chapter

Organizational Mission - Professional group, represents physicians who practice internal medicine in Maine.

Representative Activities - Annual meeting, newsletters, professional resources.

Constituency - Internists.

Committee - Health Care

Bath Iron Works Corporation

Organizational Mission - Largest private employer in Maine; shipbuilding.

Representative Activities - Employee Health Service; surveillance exams; smoking cessation information; $100 wellness benefits; newsletter.

Constituency - 12,000 employees.

Committee - Worksite (Chief of Occupational Medicine will participate)

Maine Department of Education, Office of School Health

Organizational Mission - Technical assistance to school administrative units with the development of comprehensive school health education curriculum, including tobacco education.

Representative Activities - Technical assistance, teacher training workshops and conferences; Administrators' Symposium on Comprehensive School Health Education; Maine Wellness Conference; assistance in policy development for tobacco free schools and smoking cessation programs; newsletter; participation in several tobacco-related committees at state level.

Constituency - School Health Newsletter - 2,000 health educators; school faculty, administrators; Maine Wellness Team network.

Committee - Education

Maine Ambulatory Care Coalition

Organizational Mission - represents rural and community health centers throughout the state.

Representative Activities - Technical assistance, educational programs, and support for administrators and professional staff; participation in broad spectrum of statewide groups and coalitions including the Coalition on Smoking or Health; several member health centers offer smoking cessation; bimonthly newsletter.

Constituency - 23 rural and community health centers, including two Indian health centers.

Committees - Health Care, Program Services, Multicultural & Minority.

Maine Medical Association

Organizational Mission - Professional association advocating on behalf of members and their patients in a host of professional and public health areas.

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Representative Activities - Newsletter, Maine Coalition on Smoking or Health; meetings; school health subcommittee.

Constituency - 1,470 physicians in Maine.

Committees - Health Care, Education

Human Services Development Institute, University of Southern Maine

Organizational Mission - HSDI is the applied research arm of the Edmund S. Muskie Institute for Public Affairs dedicated to improving health and human services through research and program evaluation, policy analysis, technical assistance and training.

Representative Activities - In addition to above, conferences, courses, workshops, participation in a variety of statewide committees, collaboration with many statewide agencies and programs.

Constituency - Public health professionals and their constituents.

Committees - Education (chair); Health Care; Policy; Data & and Information

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

State of Maine

Technical Questions

Factor 4: Key Staff

Question 1: Please clarify the proposed time commitment of Ms. Hoover to ASSIST.

Dr. Hoover will be the full time, 100% FTE, Project Manager for the Maine Project ASSIST. This was indicated in the original Business Proposal in the budget section in the original Technical Proposal, Section X, Maine Project ASSIST Personnel (pp. 225-226).

Sandra Hoover, PhD, MPH, is currently Director of the Community Health Promotion/Chronic Disease Prevention Unit in the Division of Health Promotion and Education. Sandra Hoover has a PhD and MA in Sociocultural Anthropology from Indiana University and a Masters in Public Health from the University of Pittsburgh. This combination has been especially well suited for her work in directing a program of community-based public health interventions and is extremely relevant for the position of Maine ASSIST Project Manager.

In her current position, Dr. Hoover directs the Division's community health promotion and chronic disease prevention interventions. She is responsible for all programs in the Division funded under the Preventive Health and Health Services Block Grant and for managing the CDC funded Community Chronic Disease Prevention Program.

These programs include intervention strategies of direct relevance to ASSIST - organization, planning and monitoring of community-based health promotion programs; consultation and technical assistance to communities in the planning, implementation and evaluation of programs including the formation of coalitions and task forces, collection of pertinent data, determination of priorities, development of workplans and implementation of interventions.

Dr. Hoover coordinates the Maine Project LEAN Partners Network, edits the Maine Health Promoter newsletter, monitors program budgets and supervises staff including public health educators and clerical staff.

She is on the Board of Directors of the Katahdin Area Health Education Center and is experienced in working with multicultural constituent groups. Dr. Hoover is on the National PATCH Working Group convened by the Community Health Promotion Branch of CDC. She was an invited panelist in the session on "Statewide Leadership for Healthy People 2000: Communities in Action" at the September 1990 U.S. Public Health Service Healthy People 2000 Conference.

Dr. Hoover's background and experience makes her an ideal person to serve as the Maine ASSIST Project Manager. The fact that she is currently employed in the Division of Health Promotion and Education will ensure a quick start-up for the Project's Phase I.

Dr. Hoover will be responsible for day to day operations of the Project. This will include working with American Cancer Society staff on coordinating state and community intervention site activities, subcommittees, producing the Phase I plan and directing the field staff.

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

State of Maine

Technical Questions

Factor 4: Key Staff

Question 2: Please document the experience of the proposed Project Director for the subcontract in the design and delivery of training to professionals and lay audiences.

As indicated in response to Factor I, Question 3, in recognition of the importance of capacity building for the state health agency in tobacco prevention and control the proposed subcontract with the University of Southern Maine, Human Services Development Institute, will be deleted from the Best and Final Offer. Tasks and activities proposed for the subcontractor will be assumed by Bureau of Health ASSIST staff.

A revised Management Plan, Section V of the Technical Proposal is attached to reflect this change.

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

State of Maine

Technical Questions

Factor 4: Key Staff

Question 3: Please document media experience of key staff and explain how it will be supplemented if necessary.

Key staff who are in the Bureau of Health's Division of Health Promotion and Education (DHPE), Randy Schwartz, Sandra Hoover and Pat Jones have worked with the media in Maine on several projects, for example:

- Worked with WCSH-TV, NBC-TV affiliate to produce the Healthy Heart IQ in conjunction with National Heart, Lung and Blood Institute. This was promoted in supermarkets and a food chain throughout Maine and broadcast statewide in primetime.

- Division staff preceded the script to an evening news cessation series, Smoking Break, in conjunction with the Centers for Disease Control (Channel 2, eastern and northern Maine). It was broadcast for five evenings with a newspaper tie-in.

- Division staff coordinate Project LEAN (Low Fat Eating For America Now) - the Maine Project Lean Network's EAT LEAN Day & Week (10/89 and 10/90 respectively) - multimedia, coordinating Network members' publicity, TV interview.

- Randy Schwartz has provided assistance to TV stations in Maine for cessation tips PSAs.

- Regular production of written press releases.

DHPE routinely sends PSA's to radio/TV stations; currently, "It's Never Too Late" PSA's radio script (Office on Smoking and Health) have been sent to 75 radio stations throughout Maine.

DHPE is a subscriber and participant in SCAR©NET.

TRAINING:

Key staff have attended training on media advocacy at national conferences or meetings; for example 1990 SOPHE Midyear Conference (Portland, Maine) and 1990 and 1991 meetings of the State Tobacco Control Contacts in San Antonio (Pat Jones) and St. Louis (Sandra Hoover) respectively.

Media training has been provided in Maine to staff, community people and public health professionals through Division-sponsored institutes and workshops. Speakers have included national and local experts. For example, Rose Mary Romano, U.S. Office on Smoking and Health, "Making Health Communication Programs Work;" Jeffrey McKenna, Office of Cancer Communications, "Cancer Prevention: Program Ideas and Resources;" R. Craig Lefebvre, Pawtucket Heart Health Program, "Promoting Health - What Works? Marketing Disease Prevention: Strategies for Public Health;" Tom LaPointe, Media Consultant and Betty Laverty, Program, Director, Channel 5 TV who conducted a workshop on working with the media for the 1988 Community Health Promotion Institute.

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Additional t ining for staff and other coalition m. bers will be provided.

As a bureau within the Department of Human Services, the Bureau of Health has access to and support of a number of department level resources including the Office of Public and Legislative Affairs (OPLA). The purpose of this office is to maintain regular contact with the press and television media, consumer groups, other agencies and community associations.

In addition, many of the ASSIST Coalition Members have considerable media experience. For example, American Cancer Society, Maine Division; American Lung Association of Maine; American Heart Association, Maine Affiliate; the Maine Coalition on Smoking or Health; the Maine Public Health Association; University of Maine Cooperative Extension; WCSH-TV and the Cancer Information Service in Boston, are all involved with Maine ASSIST and provide considerable media experience. The American Cancer Society, Maine Division, Inc. has skills and organizational experience in media, marketing, public education and public relations. ACS Maine Division, the Maine Bureau of Health's Breast Cancer Control Project, WCSH-TV, and the Cancer Information Service recently implemented an intensive media campaign for breast cancer awareness month. It included PSAs, a television call-in talk show, a five evening series on the news, newspaper tie-ins, information from the CIS 1-800-4-CANCER number and tie-in to mammography series. A similar approach can be utilized for tobacco prevention and control topics through Maine ASSIST. All have agreed to work on the Coalition.

Mass media interventions will be supported through the media Technical Resource Group (TRG) which includes not only individuals with media experience, but media representatives as well. The TRG will work with the four intervention channel subcommittees. These group's charge will be to integrate the following goals into the subcommittee's work with particular emphasis on specified target populations. A letter of support was provided by the Station Manager of WCSH-TV, the Maine NBC Affiliate, in the Appendix of the original proposal. The specific goals of media-related activities are to:

1. Provide information to the public regarding the facts and issues about smoking, including availability of cessation program services and smoking-related events.

2. Motivate people to stop smoking or prevent them from starting to smoke.

3. Set the public agenda and generate public discussion by placing smoking in its proper perspective as a health issue.

4. Generate broad public support for non-smoking policies and make policymakers aware of this support.

5. Recruit smokers into treatment programs.

6. Conduct smoking cessation courses.

The ASSIST Project will utilize already developed electronic and print media whenever possible.

The Chair of the Media TRG will be selected within the first two months of Phase I. It will be staffed by the Field Director (to be named).

2023671627

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

State of Maine

Technical Questions

Factor 4: Key Staff

Question 4: Please document the experience of the proposed Project Director for the subcontract in the design and delivery of training to professionals and lay audiences.

As indicated in response to Factor 1, Question 3, in recognition of the importance of capacity building for the state health agency in tobacco prevention and control the proposed subcontract with the University of Southern Maine, Human Services Development Institute, will be deleted from the Best and Final Offer. Tasks and activities proposed for the subcontractor will be assumed by Bureau of Health ASSIST staff. A revised Management Plan, Section V of the Technical Proposal is attached to reflect these changes.

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Attachments to Factor 4, Question 5

1. Relevant Portion of State Personnel Manual.

2. Job descriptions for Analogous Positions.

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

A. CERTIFICATION INFORMATION

2023671630

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

94 - GENERAL GOVERNMENT

389 - OFFICE OF PERSONNEL

Chapter 8: CERTIFICATION AND APPOINTMENT

SUMMARY: This chapter presents rules which govern appointments made to position vacancies in the competitive and non-competitive divisions of the classified service. It includes procedures for appointments made by certification from class registers and for appointments resulting from nominations submitted by appointing authorities. Provisions are also included for: Apprentice/Trainee and Conditional Appointment referrals which may be authorized by the Commissioner; Acting Capacity assignments; and the reemployment of retired persons.

1. FILLING OF VACANCIES

A. Appointment Procedure - Competitive Division

Provided layoff and recall provisions are met and satisfied, appointments to position vacancies shall be made from the following sources:

1. Class Registers

Except for appointments to project or intermittent position vacancies, appointments which require the service of an employee for a period of time in excess of three months shall be accomplished by certification from class registers.

When a required class register is not available or is incomplete, the provisions of Section 2C or 3A of this chapter shall apply.

2. Nominations by Appointing Authority

The appointing authority may submit a name in nomination when the appointment is to a project or intermittent position vacancy or when the appointment involves an acting capacity assignment for three months or less. The qualifications of persons so nominated will be reviewed by the Commissioner and persons found qualified will be authorized appointment to State Service under the conditions specified.

Nominations may also be made to reappoint an agency employee who voluntarily transfers from one position to another position of that agency which is assigned to the same class or to reappoint an

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Re Hiring of Project Manager Dr. Howe

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

agency employee who voluntarily demotes to a lower-level class within that agency. A transfer or demotion action will be reviewed by the Commissioner and, provided it is not prejudicial or unfairly detrimental to the employee, reappointment will be authorized under the conditions specified.

3. Apprentice/Trainee Referrals

When names are not available from a class register, the Commissioner may refer persons found eligible to participate in agency-sponsored training programs which have been established and authorized for this purpose.

4. Conditional Appointment Referrals

When permitted by law, the Commissioner may waive a particular license, certification, registration or degree which is required for register certification and/or nomination to a given position vacancy. Such waiver shall be made only when deemed necessary to achieve the results intended by the application of the Personnel Law and these rules. Persons who are referred and/or nominated as a result of such waiver shall be required to obtain and provide evidence of full qualification within a time period specified by the Commissioner.

B. Appointment Procedure - Non-Competitive Division

Recruitment, examination and selection activities directed to position vacancies in the non-competitive division shall be the delegated responsibility of the individual appointing authority. These delegated activities shall be reviewed by the Commissioner to ensure compliance with merit standards and affirmative action/equal employment opportunity objectives. The qualifications of persons nominated to non-competitive vacancies will also be reviewed by the Commissioner and persons found qualified will be authorized appointment to State Service under the conditions specified.

C. Requisition Form - Competitive and Non-Competitive Divisions

When an agency desires to make an appointment to a position vacancy, the agency shall notify the Commissioner by means of a prescribed requisition form. Appointments to vacancies which involve the acting capacity assignment of an agency or State employee for three months or less will be excepted from this requirement.

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

2. USE OF CLASS REGISTERS

A. Methods of Certification

Methods of certification shall identify which persons on the class register are eligible for referral as follows:

1. Standard Method

Persons on the class register, as available, and progressively in this order:

First, persons who are employed by the agency where the vacancy occurs and who have examination and referral preference for promotion in the career-service;

Second, employees of other state agencies who have examination and referral preference for promotion in the career-service;

Third, persons seeking reemployment; and

Fourth, non-state employees, unclassified service employees, project employees and other state employees who are not provided examination and referral preference for promotion in the career-service.

Progression from the first source to the second, third or fourth source will not take place unless necessary to reach a full complement of persons to be certified. Any agency, state or non-state employee who, by written statement, does not desire the location and/or hours of work requirement (less than full-time, shift, etc.) for the given vacancy will be excluded.

2. Agency Promotional Method

Only persons on the class register who are employed by the agency where the vacancy occurs and who have examination and referral preference for promotion in the career-service. Of these persons, those who, by written statement, do not desire the location and/or hours of work requirement of the given vacancy will be excluded.

3. Statewide Promotional Method

All persons on the class register who are employed by an agency of State government and who have examination and referral preference for promotion in the career-service. Of these persons, those who, by written statement, do not desire the

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

location and/or hours of work requirement of the given vacancy will be excluded.

4. Open Competitive Method

All persons on the class register (by score) except those who do not desire the location and/or hours of work requirement of the given vacancy.

5. Selective Method

Only persons on the class register who evidence the necessary special qualification(s) particular to the given vacancy. These necessary special qualification(s), together with justification thereof, must be reported in writing by the agency (at the time the requisition form is filed) for review and approval by the Commissioner. A selective certification shall be made by the Commissioner only when such action is justified by unique and compelling circumstances.

The selective method may be used in combination with the standard, agency promotional, statewide promotional or open competitive method as defined above.

An agency request for agency promotional, statewide promotional or standard certification shall be reviewed by the Commissioner and, when in the best interest of State Service, the Commissioner may recommend or require an alternative to the method requested.

An agency request for open-competitive or selective certification shall require written justification and approval before a certification is made.

When a method of certification is not specified by the agency, a standard certification will be made.

B. Complete Certification

1. Rule of Six

Whenever register size and composition permit, a certification to a given vacancy shall include six persons. These six persons shall be selected by score, in accordance with the method of certification being made. If a full complement of six persons is not available, a certification shall include that number of persons as close to six as possible.

Should this certification contain or result in at

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

least three persons who wish to be considered for the given vacancy, it shall be considered a complete certification. Provided additional names are available on the class register, replacements for persons who voluntarily decline appointment will be made until this minimum of three is reached.

2. Tie Scores

In cases where more than one person has the same examination score, this complement of six persons may be based on fewer than six different scores. When the "sixth" or end score repeats, the "sixth" shall consist of all persons who have this common score.

C. Incomplete Certification or Register

Whenever, in accordance with the method of certification, location and hours of work involved, the number of persons on a class register who are available and interested in the position vacancy is less than three, the agency may:

1. Make its selection from this number;

2. Request an alternative method of certification; or

3. Be recommended or required to withdraw and hold its requisition until more names are added.

When requested to make a certification from an incomplete register, the Commissioner may consider the certification of fully qualified persons who may be available on other class registers.

D. Referrals to Multiple Vacancies

One certification may be made to service multiple vacancies in a given class provided all of these vacancies are at the same work location and involve the same working conditions. When register size and composition permit, the complement of persons normally certified to a singular vacancy will be supplemented by one additional referral for each additional vacancy so reported.

E. Order of Certification

Certification from a class register shall be made in the same order as requisitions are received.

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

F. Concurrent Certification

Any person certified to a position vacancy in one agency shall continue eligibility for referral to other vacancies in that agency or a different agency which may occur while any prior certification is outstanding.

Referral to more than one vacancy at the same time shall be dependent upon the methods of certification requested, the location and hours of work requirements of the vacancies involved and examination scores.

G. Extra Names

If requested by the appointing authority, a regular certification may be supplemented by referral of employees on the given register who have notified the Commissioner of a desire to transfer to another agency; or by referral of employees on the given register for whom appointment would mean voluntary demotion. Such employees need not be contacted for interview but if any one of these employees is contacted for interview, the others shall be contacted as well.

H. Removal of names

Any person included on a certification may be removed from that certification by the appointing authority involved, provided the appointing authority forwards written reason for this action to the Commissioner, and this reason satisfies the Commissioner that removal is warranted.

When removal is warranted, the appointing authority shall notify the person of this removal and the reasons thereof. A copy of this notice shall be provided to the Commissioner. An additional person shall be certified, if available, to replace any person so removed.

I. Selection Procedure

When names are certified from class registers, the appointing authority shall, within 21 days from the date such certification is made:

1. Contact and interview each person so certified;

2. Make a selection from among those who are interested and available; and

3. Make written notification to persons selected and not selected.

The requirement to contact and interview each eligible shall be waived when certification is made to

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

accomplish an acting capacity assignment; and the requirement to make a selection shall be waived when the number of persons interested/available is less than three.

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

FILLING OF COMPETITIVE VACANCIES

Current procedures for filling of vacancies in the competitive service shall be continued during the term of this Agreement. The Labor/Management Committee established elsewhere in this Agreement shall have as one of its responsibilities the study of procedures for the filling of competitive positions and the development of recommendations concerning possible modifications. The Committee shall report the results of its study and its recommendations to the parties at least ninety (90) days prior to the date of termination of this Agreement.

The following principles, however, shall be followed in the filling of competitive vacancies:

(a) Notice of all vacancies in competitive jobs shall be posted in the applicable department, agency, organizational unit or unit division for at least ten (10) workdays.

(b) All employees certified to an appointing authority shall be offered the opportunity of an interview.

(c) Each certified employee shall be notified by the appointing authority of his/her selection or non-selection.

(d) Length of service representing satisfactory service to the State is important for any position and will be given appropriate consideration by the appointing authority along with the qualifications for the position.

The State certification procedures shall provide for concurrent certification of eligible employees instead of serial certification for the duration of this Agreement. Employees accepting a job offer must do so within five (5) business days from that job offer. An employee shall be entitled to refuse four (4) appointments from a register before being removed from the register.

Employees in a department or agency who are in the same classification or on a register for that classification who bid for transfer into a vacancy in the department or agency shall be offered the opportunity to interview for such vacancy.

Upon promotion an employee shall be entitled to return to his/her former position voluntarily within thirty (30) days of promotion; otherwise voluntary demotion rules will apply. An employee at any time during the probationary period or any extension thereof failing to attain permanent status in a promotional position shall be entitled to return to his/her former position. Any employee filling a vacancy created by a promotion shall be likewise entitled to return to his/her former position when a promoted employee returns to his/her former position in accordance with the above provisions.

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

B. OBTAINING A CERTIFICATION LIST

2023671639

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

PAPERWORK REQUIRED TO OBTAIN A CERTIFICATION LIST:

(1) Complete a P-9A - Instructions are on the reverse side of the form.

(2) A copy of the vacancy notice must be submitted with the P-9A.

2023671640

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Department of Human Services

State House, Augusta, Maine

Date _____

To DIVISION OF PERSONNEL & EMPLOYEE RELATIONS

From _____ TEL. NO. _____

Subject REQUEST FOR CERTIFICATION LIST

NOTE: PLEASE READ THE INSTRUCTIONS ON THE REVERSE SIDE OF THIS FORM BEFORE COMPLETING.

I. Please request a certification list for the following position:

APP./ACT. NO.	
POSITION/LINE NO.	
CLASSIFICATION	
GEOGRAPHIC LOCATION	
BUREAU/UNIT	
LAST INCUMBENT (if applicable)	

II. Request for exception to a standard certification:

___ Agency Promotional only
___ Statewide Promotional only (Justification needed)
___ Agency & Statewide (Justification needed)
___ Open Competitive (Justification needed)
___ Selective (Justification needed)
___ Demotions/Specific Demotion name _____
___ Transfers/Specific Transfer name _____
___ Acting Capacity
___ Reemployment (Justification needed)

III. Remarks:

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PLEASE SUBMIT AN ORIGINAL AND 1 (ONE) COPY P-9A Rev. 10/87

2-10

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

INSTRUCTIONS - ALL INCOMPLETE/INCORRECT FORMS WILL BE RETURNED.

1. Please submit one request per position.

2. All information must be complete - 8 digit app./act. no.; 6 digit line no., and correct classification.

3. Justification to request an exception to a standard certification must be sent where indicated.

4. Demotion and Transfer names may be requested in addition to any other type of certification.

5. Acting capacity appointments - Please indicate who the present incumbent in the position is under "Remarks", and why an acting capacity is necessary. Acting capacity appointments hired from outside the Agency require the establishment of a "Temporary position", and the completion of a Salary Savings memo. (Copy attached) (REMEMBER - TWO PEOPLE CANNOT OCCUPY THE SAME POSITION.)

NOTE: A vacant position cannot be filled wtih an acting capacity unless a request for a certification list has been submitted to fill the position.

2023671612

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

State of Maine

Technical Questions

Factor 4: Key Staff

Question 5: According to the RFP, key staff must be identified in the proposal. Please provide a narrative description here. If the state system does not allow for identification of personnel before they are hired, the offerer must provide documentation for this restriction. Please also describe the procedures and estimated time frame for hiring new staff given this restriction.

Personnel procedures which include the announcement of position openings, establishment of certification registers, interviews and documented hiring procedures must be followed. The section of Maine state's personnel manual relevant to this question are attached. In addition, sample job descriptions are attached based on previous announcements for similar positions. The Project Director, Project Manager and the Assistant Director of Maine's Bureau of Health will work closely with the Department of Human Service's Division of Personnel and the Department of Administration, Bureau of Human Resources to quickly implement all procedures needed to get staff in positions.

In the case of the Project Manager, Dr. Sandra Hoover, this will be a lateral transfer and as such we will be able to do the transfer rapidly once a notice of award is received. Maine State Personnel procedures states:

> ...Except for appointments to project or intermittent position vacancies, appointments which require the service of an employee for a period of time in excess of three months shall be accomplished by certification from class registers."

Methods of certification are indicated in Section 2 of the attached Personnel Procedures and described below.

Use of Class Registers

A. Methods of Certification

Methods of certification shall identify which persons on the class register are eligible for referral as follows:

1. Standard Method

Persons on the class register, as available, and progressively in this order:

First, persons who are employed by the agency where the vacancy occurs and who have examination and referral preference for promotion in the career-service;

Second, employees of other state agencies who have examination and referral preference for promotion in the career-service;

Third, persons seeking reemployment; and

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Selection Pr :dure is indicated in Section 21 and described below:

When names are certified from class registers, the appointing authority shall, within 21 days from the date such certification is made:

1. Contact and interview each person so certified;

2. Make a selection from among those who are interested and available; and

3. Make written notification to persons selected and not selected.

A summary of principles for filling competitive vacancies follows:

> Current procedures for filling of vacancies in the competitive service shall be continued during the term of this Agreement. The Labor/Management Committee established elsewhere in this Agreement shall have as one of its responsibilities the study of procedures for the filling of competitive positions and the development of recommendations concerning possible modifications. The Committee shall report the results of its study and its recommendations to the parties at least ninety (90) days prior to the date of termination of this Agreement.

The following principles, however, shall be followed in the filling of competitive vacancies:

a. Notice of all vacancies in competitive jobs shall be posted in the applicable department, agency, organizational unit or unit division of at least ten (10) workdays.

b. All employees certified to an appointing authority shall be offered the opportunity of an interview.

c. Each certified employee shall be notified by the appoint authority of his/her selection or non-selection.

d. Length of service representing satisfactory service to the State is important for any position and will be given appropriate consideration by the appointing authority along with the qualifications for the position.

The State certification procedures shall provide for concurrent certification of eligible employees instead of serial certification for the duration of this Agreement. Employees accepting a job offer must do so within five (5) business days from that job offer. An employee shall be entitled to refuse four (4) appointments from a register before being removed from the register.

Employees in a department or agency who are in the same classification or on a register for that classification who bid for transfer into a vacancy in the department or agency shall be offered the opportunity to interview for such vacancy.

Upon promotion an employee shall be entitled to return to his/her former position voluntarily within thirty (30) days of promotion;

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Fourth, r. -state employees, unclassified serv employees, project employees and other state employees who are not provided examination and referral preference for promotion in the career-service.

Progression from the first source to the second, third or fourth source will not take place unless necessary to reach a full complement of persons to be certified. Any agency, state or non-state employee who, by written statement, does not desire the location and/or hours of work requirement (less than full-time, shift, etc.) for the given vacancy will be excluded.

2. Agency Promotional Method

Only persons on the class register who are employed by the agency where the vacancy occurs and who have examination and referral preference for promotion in the career-service. Of these persons, those who, by written statement, do not desire the location and/or hours of work requirement of the given vacancy will be excluded.

3. Statewide Promotional Method

All persons on the class register who are employed by an agency of State government and who have examination and referral preference for promotion in the career-service. Of these persons, those who, by written statement, do not desire the location and/or hours of work requirement of the given vacancy will be excluded.

4. Open Competitive Method

All persons on the class register (by score) except those who do not desire the location and/or hours of work requirement of the given vacancy.

5. Selective Method

Only persons on the class register who evidence the necessary special qualification(s) particular to the given vacancy. These necessary special qualification(s), together with justification thereof, must be reported in writing by the agency (at the time the requisition form is filed) for review and approval by the Commissioner. A selective certification shall be made by the Commissioner only when such action is justified by unique and compelling circumstances.

The selective method may be used in combination with the standard, agency promotional, statewide promotional or open competitive method as defined above.

An agency request for agency promotional, statewide promotional or standard certification shall be reviewed by the Commissioner and, when in the best interest of State Service, the Commissioner may recommend or require an alternative to the method requested.

An agency request for open-competitive or selective certification shall require written justification and approval before a certification is made.

When a method of certification is not specified by the agency, a standard certification will be made.

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

otherwise voluntary demotion rules will apply. An employee at any time during the probationary period or any extension thereof failing to attain permanent status in a promotional position all be entitled to return to his/her former position. Any employee filling a vacancy created by a promotion shall be likewise entitled to return to his/her former position when a promoted employee returns to his/her former position in accordance with the above provisions.

The time frame for the hiring procedures as described in the accompanying materials and supplemented by additional information is presented below in relation to hiring for the ASSIST personnel.

1. Job descriptions and position announcements developed. This will be done immediately, prior to notice of award, in consultation with personnel analysts of the Bureau of Human Resources. They will be ready for processing immediately upon notice of award.

2. File paperwork necessary to:

   a. Formally establish all positions;

   b. Implement hiring procedures; and

   c. Advertise to fill vacancies.

   Will commence upon notice of award and take three to four weeks.

3. Advertise position in major Maine newspapers for a two-week period. Establish certification registers from open-competitive (advertising), agency promotional and statewide promotional options.

   Total time for advertising and establishment of registers - four weeks.

4. As per the personnel procedures, "...when names are certified from class registers, the appointing authority shall, within 21 days from the date such certification is made:

   1. Contact and interview each person so certified;
   2. Make a selection from among those who are interested and available; and
   3. Make written notification to persons selected and not selected.

Thus, the total time to complete the above process is eleven to twelve weeks or approximately ninety days.

2023671645

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Department of Human Services

State House, Augusta, Maine

Date _____

To DEPARTMENTAL EMPLOYEES

From _____

Subject NOTICE OF VACANCY

The Department announces a _____ vacancy
classification

in the _____ in
Bur./Division/Unit

_____.
location

Employees interested in applying for this position should contact

_____ at _____
Supervisor telephone

within ten (10) working days of the posting of this notice.

2023671646

MUST BE POSTED ON ALL BULLETIN BOARDS

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

C. CERTIFICATION/HIRING INSTRUCTIONS

2023671647

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Certification/Hiring Instructions

The following material is forwarded to the supervisor with the certification list after it has been received by the Division of Personnel.

1. Instruction sheet
2. Employment Eligibility Verification
3. New Hire form
4. Register update form - to be completed by a candidate if they want to change the area of the state and/or conditions of employment. It must be sent directly to the Bureau of Human Resources.

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

IMPORTANT

CERTIFICATION/HIRING INSTRUCTIONS

A. Upon receipt of your certification list, VERIFY JOB #/WORK LOCATION/AND CERTIFICATION EXPIRATION DATE. All certifications are automatically cancelled by Human Resources two (2) weeks after the certification expiration date if no extension has been requested. To extend a certification, please submit a memo to this office stating the certification number, classification, length of time the certification is to be extended and reason for the extension.

B. After all candidates have been interviewed and your selection made, the HIRING MATERIAL (Certification, P-9, P-4, New Hire and Employment Eligibility Verification Form) must be completed and returned with all required documents attached to this office along with the certification at least 2 weeks prior to the first date of employment.

1. All certifications returned must include selection/nonselection comments/reasons, or they will be returned.

2. Individual conducting the interview process must be listed in space provided. All certifications must include the name of the individuals conducting the interview in the right hand section.

3. Any candidate listed on a certification with a notation of conditional (cc, proof of licensure, certificate, degree, etc.) must provide the required material to satisfy the conditional prior to submitting the hiring paperwork. This material must accompany the certification and related hiring material, cited in paragraph B above, the is forwarded to this office.

Along with the certification, three (3) P-9's must be submitted, and one (1) P-4.

Please highlight all special instructions/information/comments to ensure quick reference.

If you have any questions regarding the above information, please contact the Division of Personnel at 289-2567.

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REV. 7/88

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

NEW HIRE

STATE OF MAINE
DEPARTMENT OF PERSONNEL

☐ New Hire
☐ Reemployment
☐ Recall

EMPLOYEE NAME	SOCIAL SECURITY #	HOME TELEPHONE

ADDRESS (Street, City, State, County, Zip)	SEX	BIRTHDATE
	BIRTHPLACE	

COUNTRY OF CITIZENSHIP	BLOOD TYPE	ETHNIC GROUP/RACE

PREVIOUS STATE EMPLOYMENT

COMPLETE THIS SECTION ONLY IF YOU HAVE BEEN PREVIOUSLY EMPLOYED BY THE STATE OF MAINE	UNDER WHAT NAME

BEGIN DATE	END DATE	DEPARTMENT	JOB TITLE

MILITARY SERVICE

VETERANS STATUS (Circle One)	BRANCH OF SERVICE (Circle One)
1 = Veteran 2 = Disabled Veteran 3 = Vietnam Veteran 4 = Disabled Vietnam Veteran	USA = Army USN = Navy USAF = Air Force USM = Marines USCG = Coast Guard USNG = National Guard

TYPE OF DISCHARGE	DATE DISCHARGED	LAST RANK HELD

PROFESSIONAL LICENSES

LICENSE #1	LICENSE #2

HIGHER EDUCATION

YEARS OF EDUCATION	CURRENTLY ENROLLED	YEAR COMPLETED
	☐ YES ☐ NO	

DEGREE	SCHOOL	DATE	MAJOR	MINOR
1.				
3.				

20236714650

Order Form F167

Per 52 8/85

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

TRAINING

CERTIFICATE	SCHOOL	DATE	FIELD OF STUDY
1.			
2.			
3.			

EMERGENCY CONTACT

NAME AND ADDRESS	RELATIONSHIP
	TELEPHONE #

EMPLOYEE SIGNATURE	DATE

BELOW THIS LINE FOR DEPARTMENT USE

DEPARTMENT NAME (With L1-L2 Codes)	WORK LOCATION

APPOINTMENT TYPE	APPOINTMENT END	PROBATION STATUS	BEGIN — END DATE

POSITION TYPE	SALARY SPEC	SALARY GRADE	SALARY STEP	ANNUAL $

WORK SHIFT	JOB CLASS TITLE	JOB CLASS CODE

JOB CLASS OPTION & CODE	POSITION #	SPLIT CODE	EFFECTIVE DATE

DATE PERFORMANCE REVIEW	DATE SALARY REVIEW	PAYROLL #

CLASSIFIED/UNCLASSIFIED	DIRECT HIRE	CERTIFICATION # & DATE

ADMINISTRATIVE UNIT	NORMAL HOURS BI-WEEKLY	HOURLY $	BI-WEEKLY $

APPROVALS

DEPARTMENT	DATE	STATE PERSONNEL DEPARTMENT	DATE

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Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

EMPLOYMENT ELIGIBILITY VERIFICATION (Form I-9)

1 EMPLOYEE INFORMATION AND VERIFICATION: (To be completed and signed by employee.)

Name: (Print or Type) Last	First	Middle	Birth Name
Address: Street Name and Number	City	State	ZIP Code
Date of Birth (Month/Day/Year)		Social Security Number	

I attest, under penalty of perjury, that I am (check a box):

- ☐ 1. A citizen or national of the United States.
- ☐ 2. An alien lawfully admitted for permanent residence (Alien Number A _____).
- ☐ 3. An alien authorized by the Immigration and Naturalization Service to work in the United States (Alien Number A _____ . or Admission Number _____ , expiration of employment authorization, if any _____).

I attest, under penalty of perjury, the documents that I have presented as evidence of identity and employment eligibility are genuine and relate to me. I am aware that federal law provides for imprisonment and/or fine for any false statements or use of false documents in connection with this certificate.

Signature	Date (Month/Day/Year)

PREPARER/TRANSLATOR CERTIFICATION (To be completed if prepared by person other than the employee). I attest, under penalty of perjury, that the above was prepared by me at the request of the named individual and is based on all information of which I have any knowledge.

Signature	Name (Print or Type)		
Address (Street Name and Number)	City	State	Zip Code

2 EMPLOYER REVIEW AND VERIFICATION: (To be completed and signed by employer.)

Instructions:

Examine one document from List A and check the appropriate box, *OR* examine one document from List B *and* one from List C and check the appropriate boxes. Provide the *Document Identification Number* and *Expiration Date* for the document checked.

List A Documents that Establish Identity and Employment Eligibility		List B Documents that Establish Identity	and	List C Documents that Establish Employment Eligibility
☐ 1. United States Passport		☐ 1. A State-issued driver's license or a State-issued I.D. card with a photograph, or information, including name, sex, date of birth, height, weight, and color of eyes. (Specify State) _____		☐ 1. Original Social Security Number Card (other than a card stating it is not valid for employment)
☐ 2. Certificate of United States Citizenship		☐ 2. U.S. Military Card		☐ 2. A birth certificate issued by State, county, or municipal authority bearing a seal or other certification
☐ 3. Certificate of Naturalization		☐ 3. Other (Specify document and issuing authority)		☐ 3. Unexpired INS Employment Authorization Specify form
☐ 4. Unexpired foreign passport with attached Employment Authorization				# _____
☐ 5. Alien Registration Card with photograph				
Document Identification		*Document Identification*		*Document Identification*
# _____		# _____		# _____
Expiration Date (if any)		*Expiration Date (if any)*		*Expiration Date (if any)*
_____		_____		_____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the documents presented by the above individual, that they appear to be genuine and to relate to the individual named, and that the individual, to the best of my knowledge, is eligible to work in the United States.

Signature	Name (Print or Type)	Title
Employer Name	Address	Date

2023671652

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Employment Eligibility Verification

NOTICE: Authority for collecting the information on this form is in Title 8, United States Code, Section 1324A, which requires employers to verify employment eligibility of individuals on a form approved by the Attorney General. This form will be used to verify the individual's eligibility for employment in the United States. Failure to present this form for inspection to officers of the Immigration and Naturalization Service or Department of Labor within the time period specified by regulation, or improper completion or retention of this form, may be a violation of the above law and may result in a civil money penalty.

Section 1. Instructions to Employee/Preparer for completing this form

Instructions for the employee.

All employees, upon being hired, must complete Section 1 of this form. Any person hired after November 6, 1986 must complete this form. (For the purpose of completion of this form the term "hired" applies to those employed, recruited or referred for a fee.)

All employees must print or type their complete name, address, date of birth, and Social Security Number. The block which correctly indicates the employee's immigration status must be checked. If the second block is checked, the employee's Alien Registration Number must be provided. If the third block is checked, the employee's Alien Registration Number *or* Admission Number must be provided, as well as the date of expiration of that status, if it expires.

All employees whose present names differ from birth names, because of marriage or other reasons, must print or type their birth names in the appropriate space of Section 1. Also, employees whose names change after employment verification should report these changes to their employer.

All employees must sign and date the form.

Instructions for the preparer of the form, if not the employee.

If a person assists the employee with completing this form, the preparer must certify the form by signing it and printing or typing his or her complete name and address.

Section 2. Instructions to Employer for completing this form

(For the purpose of completion of this form, the term "employer" applies to employers and those who recruit or refer for a fee.)

Employers must complete this section by examining evidence of identity and employment eligibility, and:

- checking the appropriate box in List A *or* boxes in both Lists B and C;
- recording the document identification number and expiration date (if any);
- recording the type of form if not specifically identified in the list;
- signing the certification section.

NOTE: Employers are responsible for reverifying employment eligibility of employees whose employment eligibility documents carry an expiration date.

Copies of documentation presented by an individual for the purpose of establishing identity and employment eligibility may be copied and retained for the purpose of complying with the requirements of this form and no other purpose. Any copies of documentation made for this purpose should be maintained with this form.

Name changes of employees which occur after preparation of this form should be recorded on the form by lining through the old name, printing the new name and the reason (such as, marriage), and dating and initialing the changes. Employers should not attempt to delete or erase the old name in any fashion.

RETENTION OF RECORDS.

The completed form must be retained by the employer for:

- three years after the date of hiring; or
- one year after the date the employment is terminated, whichever is later.

Employers may photocopy or reprint this form as necessary.

2023671653

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

REGISTER UPDATE INFORMATION

Candidates are asked to state the area(s) of the State where they would accept employment by completing the form below. You may select or change the conditions of your referral by checking the appropriate box(es).

WORK LOCATION DESIGNATION

The geographic locations to the right are to designate where and under what conditions you will accept work. Before completing this section consider where you might like to live (urban or rural); availability of housing suitable to you; costs of relocation (buying or selling a home, obtaining a new apartment), or commuting costs (fuel, wear and tear on a car, etc.) AFTER CONSIDERING THESE THINGS DESIGNATE ALL THE AREAS IN WHICH YOU WOULD TRULY ACCEPT EMPLOYMENT. If your plans or situations change you can always update this information by contacting the Certification Supervisor. If you are referred to a vacancy and do not report for an interview, your name will be removed from the eligible register.

GEOGRAPHIC LOCATIONS

ANYWHERE IN THE STATE: If you will work anywhere please check all the counties. Conditions of Work must be the same for all counties.

ANYWHERE IN A SPECIFIC COUNTY: If you will work anywhere in a specific county check the county. This will include any specific locations listed under that county.

IN A SPECIFIC LOCATION: If you wish to work in a specific location check that location only.

CONDITIONS OF WORK

FULL-TIME: If you designate Full-time we will refer you to vacancies which require 40 hours per week. Specific positions may require shift, weekend, overtime, callout, standby or non-standard duty hours.

PART-TIME: If you designate Part-Time we will refer you to vacancies which require less than 40 hours per week. If you wish to be considered for Job Sharing also check this box.

TEMPORARY: If you designate Temporary we will refer you to vacancies which normally are of less than 6 months duration. This includes Acting Capacity assignments.

SEASONAL: If you designate Seasonal we will refer you to vacancies in Seasonal positions (determined by the work: recreational, agricultural, tax processing, etc.)

GEOGRAPHIC LOCATIONS Counties are in **BOLD** print and the conditions of work areas are shaded.		Conditions of Work: Full time	Part time	Temporary	Any Shift
ANDROSCOGGIN	1				
Lewiston	2				
Livermore	3				
AROOSTOOK	4				
Caribou	5				
Fort Kent	6				
Houlton	7				
Madawaska	8				
Presque Isle	9				
Van Buren	10				
CUMBERLAND	11				
Portland	12				
Portland Center	13				
FRANKLIN	14				
Farmington	15				
Rangeley	16				
HANCOCK	17				
Bar Harbor	18				
Blue Hill	19				
Ellsworth	20				
KENNEBEC	21				
Augusta	22				
Waterville	23				
KNOX	24				
Rockland	25				
Damariscotta	26				
LINCOLN	27				
Boothbay	28				
OXFORD	29				
Norway	30				
Rumford	31				
PENOBSCOT	32				
Bangor	33				
Milo	34				
PISCATAQUIS	35				
Greenville	36				
SAGADAHOC	37				
Bath	38				
Brunswick	39				
SOMERSET	40				
Skowhegan	41				
WALDO	42				
Belfast	43				
WASHINGTON	44				
Calais	45				
Eastport	46				
Machias	47				
YORK	48				
Biddeford	49				
Kittery	50				
Saco	51				
Sanford	52				

Address Change: (If applicable)

Phone Number (If applicable)

Please reactivate my name on the Register. / /

PLEASE remove my name from the Register. / /

Please place my name on the inactive register until further notice. / /

REGISTER(S)

Signature Date

THIS FORM WILL BE SENT TO THE DEPARTMENT OF PERSONNEL BY THE AGENCY WHICH HAS JUST INTERVIEWED YOU. THE INFORMATION WILL BE RECORDED AND USED TO MAKE REFERRALS TO FUTURE VACANCIES.

PLEASE REPRODUCE AS NEEDED

2023671654

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

John R. McKernan, Jr.
Governor

Rollin Ives
Commissioner

STATE OF MAINE
DEPARTMENT OF HUMAN SERVICES
AUGUSTA, MAINE 04333

To: All Concerned

From: Rudolph Naples, Deputy Commissioner

Subject: Completion of Essential Personnel Forms by New Employees

Date: July 1, 1988

Rather than promulgate a Commissioner's Policy, I am attempting to solve this major problem by enlisting your cooperation.

We are being pressured by the Department of Administration to stop asking for pay advances. At the same time we are being hit by new employees who have no money to live on!

The Personnel Division will send a new hire package with each certification list. When a decision is made to hire, that supervisor needs to call in the person and get the paperwork done immediately and sent to the Personnel Division. I would urge you to have all hiring notifications be face-to-face, so that the paperwork will be done with no delay. The supervisor would have to ask the person to bring the two proofs of citizenship to the decision notification meeting. The package plus the yellow copy of the certification and the proof necessary for any conditional items noted on the certification list then needs to be shipped (via Regional Administration where applicable) to the Personnel Division.

The start date of an employee needs to be confirmed with the Personnel Division. Personnel will call the Supervisor to confirm a date as soon as the completed package is received in the Personnel Division. At the hiring time the person hired needs to know that the hiring date is tentative pending receipt of these materials in Personnel.

Any questions regarding specifics of the hiring process or materials should be addressed to Regional Administration (where applicable) or to the Division of Personnel, 289-2567.

Please, please cooperate with us by making all supervisors knowledgeable and responsible to follow through.

There is no more important an issue to the building of a good relationship with a new employee than making sure he/she gets paid. Personnel Division will endeavor to do help in any way it can, but paperwork must come in up front and not after the fact.

Thank you.

(RN059)

2023671655

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Position Announcements:

Attached please find position announcements for State of Maine positions analogous to those proposed for the ASSIST Project. The Project Director and Assistant Director of the Bureau of Health will begin immediately to implement the process to establish the positions.

2023671656

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

PERSONNEL
STATE HOUSE STA. #4

DEPARTMENT
AUGUSTA, ME 04333

STATE OF MAINE

AGENCY WIDE PROMOTIONAL OPPORTUNITY

Agency: Department of Human Services
Pay Range: 26
Bargaining Unit: B

Date Issued: November 9, 1987
Date Closing: November 23, 19
PROTC
(26)IBM
HBernstein
Bull # 6109

HEALTH PROGRAM MANAGER (424000)

$442.40-485.20-507.20-531.60-554.80-581.20-609.20/wk.

PURPOSE OF ANNOUNCEMENT: To recruit qualified candidates for an immediate vacancy in Bureau of Health, Department of Human Services, Augusta, Maine.

SCOPE OF WORK: This is administrative and managerial work in directing the Diabetes Cont Program in the Bureau of Health.

TYPICAL DUTIES:

- Prepares program budgets, devises and implements necessary fiscal monitoring systems
- Designs and implements a public health program of ~~diabetes control~~ in order to red morbidity, mortality and associated economic burdens due to ~~diabetes~~ and complications.
- Determines and achieves the goals and objectives to be carried out under the assig program area.
- Develops, reviews and administers agency grant proposals for program funding.
- Approves, monitors and evaluates agency grants and contracts with resource groups.
- Oversees the work of subordinates.
- Oversees the collection of data.
- Attends meetings, gives lectures and teaches material concerning ~~diabetes~~.
- Maintains an up-to-date knowledge of current regulations, policies, procedures, medical advances involving ~~diabetes~~.

REQUIRED KNOWLEDGES AND ABILITIES:

- Knowledge of health program management principles, theories and practices.
- Knowledge of health and medical care delivery systems and services available thro public and private providers.
- Knowledge of socio-economic impact of ~~diabetes and other~~ chronic diseases.
- Knowledge of program budgeting, grants administration and program fiscal monitor practices and techniques.
- Ability to develop program budgets, write grants and write grant reports.
- Ability to plan, direct, implement and evaluate a health services program.
- Ability to communicate and consult effectively with individuals and groups invol with providing effective health care programs and services.
- Knowledge of chronic diseases and proper public health responses.
- Ability to deal with physicians, health agencies and the public.

(OVER)

2023671657

POST IN A PROMINENT PLACE

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

GENERAL INFORMATION TO CANDIDATES

1. HOW TO APPLY: Applications may be obtained from the Department of Personnel, State House Station 4, Augusta, or any local office of the Maine Employment Security Commission. You may apply to be examined for a variety of State positions, but you must submit a separate application form and strip of cards for each position for which you wish to apply. Applications are considered for employment based upon information supplied on the application plus supporting documents. Incomplete or inadequate entries may cause an application to be unnecessarily rejected.
2. EXPERIENCE SUBSTITUTED: In rating experience and training qualifications as listed, applicants will be accepted for examination if their applications show an acceptable equivalent combination of experience and training, except where educational qualifications are reflected in necessary registrations such as to practice medicine or engineering, or where such educational requirements are set as standards by federal agencies making grant-in-aid or otherwise contributing to State programs.
3. ORAL EXAMINATION: The Personnel Department reserves the right to include an oral examination as a component part of the examination and to summon only those candidates receiving a satisfactory rating in the preceding phases of the total examination process.
4. RESUMES: Education, training and experience used for meeting minimum qualifications used in establishing a score through a training and experience evaluation must be listed on the application itself. You may amplify or supplement this information by use of a resume.
5. CLOSING DATES: We adhere strictly to these dates so make sure your application arrives on time and is complete.
6. SALARY: Appointments normally will be made at the beginning step in the salary range.
7. APPEALS: Any competitor may appeal to the Commissioner of Personnel for a review of his/her rating in any examination. Such appeals must be requested in writing and within thirty calendar days after the date such examination notice result was postmarked.
8. APPOINTMENTS: Appointments are made by the various State Department Heads and not by the Personnel Department. When there is a vacancy in any department the Personnel Department submits a list of eligibles from the appropriate register. The Department Head may select anyone of those certified to fill the vacancy. The remaining names are returned to the list and will be considered for other vacancies.
   NORMAL ORDER REFERRAL. Persons who are 1. on layoff; 2. agency employees; 3. other state employees, 4. others.
9. PROBATIONARY PERIOD: All appointments to permanent positions are made for a probationary period of not less than six (6) months, and this probationary period is an essential part of the examination process. During this period, the work and conduct of the employee are systematically checked and reported on by a supervisor to determine whether permanent appointment is desirable.

MINIMUM QUALIFICATIONS: A Baccalaureate Degree in Public Health, Health Sciences, Health Education, the Behavioral Sciences, Nursing supplemented by a minimum of three (3) years experience in health program planning, development, implementation and evaluation or a Masters Degree in one of the above areas and one (1) year of experience in a public health program or an acceptable equivalent combination of education, training and experience.

EXAMINATION: Will consist of a numerical evaluation of training and experience (100%).

APPOINTMENT LIST: (Register) will be established on an Agency Promotional basis and will be merged with the existing register.

NOTE: All completed application materials must be received by the Bureau of Human Resources, Station #4, Augusta, Maine no later than 5:00 p.m., November 23, 1987.

2023671658

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

BUREAU OF HUMAN RESOURCES
STATE HOUSE STATION #4
Telephone—207-289-3761 (Voice)
207-289-4537 (TDD)

STATE OF MAINE

ROOM 214
AUGUSTA, ME 04333

AGENCY WIDE PROMOTIONAL OPPORTUNITY

Agency: Human Services
Pay Range: 26
Bargaining Unit: B

Date Issued: August 8, 1988
Date Closing: August 22, 1988
Professional & Technical Services
Bulletin # 6376
(26)IBM
LBoyett

HEALTH PROGRAM MANAGER (424088)

$455.60-499.60-522.40-547.60-571.60-598.80-627.60/wk.

PURPOSE OF ANNOUNCEMENT: To recruit qualified candidates for an immediate vacancy in the Bureau of Health, Department of Human Services, Augusta, Maine.

SCOPE OF WORK: This is administrative and managerial work in directing the Women and Children's Preventive Services Program in the Division of Child Health.

TYPICAL DUTIES:

... Prepares program budgets, devises and implements necessary fiscal monitoring systems.
... Develops policies, fiscal management procedures and program coordination to manage an effective program.
... Consults with various health professionals, boards, councils, committees, program specialists and agency personnel to discuss and coordinate planning, needs assessment, program development and evaluation of health services in the Women and Children's Preventive Services Program.
... Determines and achieves the goals and objectives to be carried out under the assigned program area.
... Develops, reviews and administers agency grant proposals for program funding.
... Approves, monitors and evaluates agency grants and contracts with resource groups.
... Oversees the work of subordinates.
... Oversees the collection of data.

REQUIRED KNOWLEDGES AND ABILITIES:

... Knowledge of health program management principles, theories, and practices.
... Knowledge of health and medical care delivery systems and services available through public and private providers.
... Knowledge of socio-economic impact of program's related diseases.
... Knowledge of program budgeting, grants administration and program fiscal monitoring practices and techniques.
... Ability to develop program budgets, write grants and write grant reports.
... Ability to plan, direct, implement and evaluate a health services program.
.. Ability to communicate and consult effectively with individuals and groups involved with providing effective health care programs and services.
... Knowledge of chronic diseases and proper public health responses.
... Ability to deal with physicians, health agencies and the public.

2023671659

POST IN A PROMINENT PLACE

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

GENERAL INFORMATION TO CANDIDATES

1. HOW TO APPLY. Applications may be obtained from the Bureau of Human Resources, State House Station 4, Augusta, any local office of the Maine Job Service or your Departmental Personnel Office. You may apply to be examined for a variety of State positions, but you must submit a separate application form for each job classification for which you wish to apply. Applications are considered for employment based upon information supplied on the application plus supporting documents. Incomplete or inadequate entries may cause an application to be unnecessarily rejected.
2. EXPERIENCE SUBSTITUTED: In rating experience and training qualifications as listed, applicants will be accepted for examination if their applications show an acceptable equivalent combination of experience and training, except where educational qualifications are reflected in necessary registrations such as to practice medicine or engineering, or where such educational requirements are set as standards by federal agencies making grants-in-aid or otherwise contributing to State programs.
3. ORAL EXAMINATION. The Bureau of Human Resources reserves the right to include an oral examination as a component part of the examination and to summon only those candidates receiving the highest rating in the preceding phases of the total examination process.
4. RESUMES. Education, training and experience used for meeting minimum qualifications used in establishing a score through a training and experience evaluation must be listed on the application itself. You may amplify or supplement this information by use of a resume.
5. CLOSING DATES. We adhere strictly to these dates so make sure your application arrives on time and is complete.
6. SALARY: Appointments normally will be made at the beginning step in the salary range.
7. APPEALS: Any competitor may appeal to the Director of the Bureau of Human Resources for a review of his/her rating in any examination. Such appeals must be requested in writing and within thirty calendar days after the date such examination notice result was postmarked.
8. APPOINTMENTS. Appointments are made by the various State Department Heads and not by the Bureau of Human Resources. When there is a vacancy in any department the Bureau of Human Resources submits a list of eligibles from the appropriate register. The Department Head may select any one of those certified to fill the vacancy. The remaining names are returned to the list and will be considered for other vacancies.
9. PROBATIONARY PERIOD. All appointments to permanent positions are made for a probationary period of not less than six (6) months, and this probationary period is an essential part of the examination process. During this period, the work and conduct of the employee is systematically checked and reported on by a supervisor to determine whether permanent appointment is desirable.

MINIMUM QUALIFICATIONS: A Baccalaureate Degree in Public Health, Health Sciences, Health Education, the Behavioral Sciences, Nursing supplemented by a minimum of three (3) years experience in health program planning, development, implementation and evaluation or a Masters Degree in one of the above areas and one (1) year of experience in a public health program or an acceptable equivalent combination of education, training and experience.

LICENSING REQUIREMENT: Licensed Registered Nurse required for this position.

EXAMINATION: Will consist of a numerical evaluation of Training and Experience (100%).

APPOINTMENT LIST: (Register) will be established on an Agency Promotional basis and will be abolished after 90 days or when the position is filled.

NOTE: All completed application materials must be received by the Bureau of Human Resources, Station #4, Augusta, Maine no later than 5:00 p.m., August 22, 1988.

2023671660

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

MAINE STATE GOVERNMENT

. . . An Equal Opportunity/Affirmative Action Employer M/F/H

Department of Administration
Bureau of Human Resources
State Office Building, Room 214
State House Station 004
Augusta, Maine 04333

Telephone—207-289-3761

Bulletin # 6292 *Date Issued:* June 6, 1988 *Date Closing:* June 20, 1988

PUBLIC EXAMINATION ANNOUNCEMENT

CAREER OPPORTUNITIES

Rural and Urban Settings

Job Security

Promotional Opportunity

Liberal Vacation

Paid Sick Leave

Retirement

Hospital Coverage

Life Insurance

Educational Leave

A Nice Place To Work

PUBLIC HEALTH EDUCATOR III (RISK REDUCTION) (437402)

Pay Range: 23
Bargaining Unit: B - Professional and Technical
(24)IBM
EMorris

$388.80-425.60-444.80-464.80-486.40-509;60-533.20/wk.

PURPOSE OF ANNOUNCEMENT: To recruit qualified candidates for an immediate vacancy in the Department of Administration, Bureau of Employee Health, Augusta, Maine.

SCOPE OF WORK: This is Public Health Education work in planning, developing, implementing and evaluating statewide employee health promotion programs.

TYPICAL DUTIES:

... Conducts worksite health promotion and risk reduction programs.
... Organizes, plans, designs and monitors health promotion programs.
... Consults with agency administrators and employees to assess individual and group needs for health education and promotion.
... Researches and maintains data on Bureau programs to develop appropriate intervention strategies for employee health.
... Develops and oversees resource library including literature, films, professional materials.

REQUIRED KNOWLEDGES AND ABILITIES:

... Knowledge of the methods and techniques of disseminating health education information.
... Knowledge of modern educational theory and techniques.
... Knowledge of the principles of public health administration.
... Knowledge of effective display techniques and material production as related to public health education.
... Knowledge of research and evaluation methods and techniques.
... Ability to plan, organize and implement health information programs.
... Ability to communicate effectively, orally and in writing.
... Ability to establish and maintain effective working relationships with associates, representatives of other agencies, community groups and individuals.

(OVER)

2023671661

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

GENERAL INFORMATION TO CANDIDATES

1. HOW TO APPLY: Applications may be obtained from the Bureau of Human Resources, State House Station 4, Augusta, or any local office of the Maine Job Service. You may apply to be examined for a variety of State positions, but you must submit a separate application form for each job classification for which you wish to apply. Applications are considered for employment based upon information supplied on the application plus supporting documents. Incomplete or inadequate entries may cause an application to be unnecessarily rejected.
2. EXPERIENCE SUBSTITUTED: In rating experience and training qualifications as listed, applicants will be accepted for examination if their applications show an acceptable equivalent combination of experience and training, except where educational qualifications are reflected in necessary registrations such as to practice medicine or engineering, or where such educational requirements are set as standards by federal agencies making grants-in-aid or otherwise contributing to State programs.
3. ORAL EXAMINATION: The Bureau of Human Resources reserves the right to include an oral examination as a component part of the examination and to summon only those candidates receiving the highest rating in the preceding phases of the total examination process.
4. RESUMES: Education, training and expenence used for meeting minimum qualifications used in establishing a score through a training and experience evaluation must be listed on the application itself. You may amplify or supplement this information by use of a resume.
5. CLOSING DATES: We adhere strictly to these dates so make sure your application arrives on time and is complete.
6. SALARY: Appointments normally will be made at the beginning step in the salary range.
7. APPEALS: Any competitor may appeal to the Director of the Bureau of Human Resources for a review of his/her rating in any examination. Such appeals must be requested in writing and within thirty calendar days after the date such examination notice result was postmarked.
8. APPOINTMENTS: Appointments are made by the various State Department Heads and not by the Bureau of Human Resources. When there is a vacancy in any department the Bureau of Human Resources submits a list of eligibles from the appropriate register. The Department Head may select anyone of those certified to fill the vacancy. The remaining names are returned to the list and will be considered for other vacancies.
   NORMAL ORDER REFERRAL: Persons who are: 1. on layoff; 2. agency employees; 3. other state employees; 4. others.
9. PROBATIONARY PERIOD: All appointments to permanent positions are made for a probationary period of not less than six (6) months, and this probationary period is an essential part of the examinanon process. During this period, the work and conduct of the employees are systematically checked and reported on by a supervisor to determine whether permanent appointment is desirable.

MINIMUM QUALIFICATIONS: A Baccalaureate degree in Public Health Education, Community Health Education, Health Education or related area and a minimum of two (2) years experience in Health Education program planning, development, implementation or evaluation.

EXAMINATION: Will consist of an evaluation of Training and Experience (100%).

APPOINTMENT LIST: (Register) will be established on an Open Competitive and Promotional basis and will be merged with the existing register.

NOTE: All completed application materials must be received in the Bureau of Human Resources, Station #4, Augusta, Maine 04333 no later than 5:00 p.m. on June 20, 1988.

2023671662

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

EXAMINATION ANNOUNCEMENT

STATE OF MAINE Career Opportunities

Dept. of Personnel • State Office Building • State House Station 4 • Augusta, Maine 04333 • Tel. (207) 289-3761

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

Bulletin # 5028 *Date Issued:* June 20, 1983 *Date Closing:* July 2, 1983

PUBLIC HEALTH EDUCATOR II (437201) (General Option)

Rural and Urban Settings

Pay Range: 20
Bargaining Unit: B - Professional and Technical (8V)

$283.60-308.00-321.20-336.00-350.80-366.80-383.60/wk.

Job Security

PURPOSE OF ANNOUNCEMENT: To recruit qualified candidates to fill an immediate vacancy in the Department of Human Services, Bureau of Health, Augusta, Maine and to create a register to fill future vacancies.

Promotional Opportunity

SCOPE OF WORK: This is public health education work in providing technical and consultative support and training to organizations who wish to improve or establish employee health promotion or disease prevention programs especially in the area of hypertension.

Liberal Vacation

TYPICAL DUTIES:

... Provides consultation services to improve the work-site intervention efforts of the local community high blood pressure programs.
... Conducts program planning development and evaluation.
... Conducts local agency staff development and training for selling programs to industries.
... Consults with occupational health nurses in the private sector to improve health promotion services including hypertension control.
... Works with other personnel in the division to assure that those organizations implementing comprehensive health promotion programs include a strong hypertension control component.
... Prepares draft reports, newsletters, and correspondence.
... Designs, organizes and presents education programs and training sessions for health professionals and others.

Paid Sick Leave

Retirement

Hospital Coverage

Life Insurance

REQUIRED KNOWLEDGES AND ABILITIES:

... Knowledge of the behavioral sciences of sociology, psychology, health science and educational theory.
... Knowledge of and skills in health education practices.
... Knowledge of occupational health promotion programs.
... Knowledge of the techniques of program planning, evaluation and implementation.

Educational Leave

(OVER)

A Nice Place To Work

2023671663

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

GENERAL INFORMATION TO CANDIDATES

1. HOW TO APPLY: Applications may be obtained from the Department of Personnel, State House Station 4, Augusta, or any local office of the Maine Job Service. You may apply to be examined for a variety of State positions, but you must submit a separate application form for each position for which you wish to apply. Applications are considered for employment based upon information supplied on the application plus supporting documents. Incomplete or inadequate entries may cause an application to be unnecessarily rejected.
2. EXPERIENCE SUBSTITUTED: In rating experience and training qualifications as listed, applicants will be accepted for examination if their application show an acceptable equivalent combination of experience and training, except where educational qualifications are reflected in necessary registrations such as to practice medicine or engineering, or where such educational requirements are set as standards by federal agencies making grant-in-aid or otherwise contributing to State programs.
3. ORAL EXAMINATION: The Personnel Department reserves the right to include an oral examination as a component part of the examination and to summon only those candidates receiving a satisfactory rating in the preceding phases of the total examination process.
4. RESUMES: Education, training and experience used for meeting minimum qualifications used in establishing a score through a training and experience evaluation must be listed on the application itself. You may amplify or supplement this information by use of a resume.
5. CLOSING DATES: We adhere strictly to these dates so make sure your application arrives on time and is complete.
6. SALARY: Appointments normally will be made at the beginning step in the salary range.
7. APPEALS: Any competitor may appeal to the Commissioner of Personnel for a review of his/her rating in any examination. Such appeals must be requested in writing and within thirty calendar days after the date such examination notice result was dated.
8. APPOINTMENTS: Appointments are made by the various State Department Heads and not by the Personnel Department. When there is a vacancy in any department the Personnel Department submits a list of eligibles from the appropriate register. The Department Head may select anyone of those certified to fill the vacancy. The remaining names are returned to the list and will be considered for other vacancies.
   NORMAL ORDER REFERRAL: Persons who are: 1. on layoff: 2. agency employees: 3. other state employees: 4. others.
9. PROBATIONARY PERIOD: All appointments to permanent positions are made for a probationary period of not less than six (6) months, and this probationary period is an essential part of the examination process. During this period, the work and conduct of the employee are systematically checked and reported on by a supervisor to determine whether permanent appointment is desirable.

Number of Positions: FULL TIME	PART TIME	SEASONAL
Number of requisitions for candidates last 24 months:		
Number of requisitions for candidates last 12 months:		
Number of candidates on register May 1982:		

... Ability to provide consultation and technical assistance to individuals, groups, and organizations involved in program activities.
... Ability to gather, assemble and analyze data on program activities.
... Ability to communicate effectively both orally and in writing.
... Ability to organize and conduct workshops in public health education.

MINIMUM QUALIFICATIONS: A Baccalaureate Degree in Public Health Education Community Health Education, the Behavioral Sciences, Nursing, Education, or Public Administration. Professional work experience in one of the above areas may be substituted for up to two years of education on a year-for-year basis.

EXAMINATION: will consist of a numerical evaluation of Training and Experience (100% and any other selection device deemed necessary depending on the number of applicants.

APPOINTMENT LIST (Register): will be established on an Open Competitive and Promotional basis and will be merged with the existing register for this class and option.

2023671664

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

MAINE STATE GOVERNMENT

... An L ual Opportunity/Affirmative Action Employer M/F/H

Department of Administration
Bureau of Human Resources
State Office Building, Room 214
State House Station 004
Augusta, Maine 04333

Telephone—207-289-3761 (VOICE)
(207)289-4537 (TDD)

Bulletin # 6537 *Date Issued:* January 30, 1989 *Date Closing:* February 13, 1989

PUBLIC EXAMINATION ANNOUNCEMENT

CAREER OPPORTUNITIES

Rural and Urban Settings

Job Security

Promotional Opportunity

Liberal Vacation

Paid Sick Leave

Retirement

Hospital Coverage

Life Insurance

Educational Leave

A Nice Place To Work

PUBLIC HEALTH EDUCATOR II (437201)
(General)

Pay Range: 20
Bargaining Unit: B - PROTC
(01)IBMPS2
JTCotnoir

$363.20-394.40-410.40-428.80-449.60-468.40-491.20/40-hr wk.

PURPOSE OF ANNOUNCEMENT: To recruit qualified candidates to fill two (2) immediate vacancies: one (1) full-time and one (1) part-time vacancy in the Department of Human Services in Augusta, Maine. STATEWIDE TRAVEL IS REQUIRED.

SCOPE OF WORK: This is public health education work in providing technical and consultative support and training to communities who wish to improve or establish health promotion programs.

TYPICAL DUTIES:

... Provides consultation services to improve community intervention efforts in health promotion programs.
... Conducts planning, development and evaluation of health promotion programs.
... Conducts staff development and training within communities/local agencies.
... Organizes and provides support to community groups in the planning and design of health promotion programs.
... Provides consultation to local health promotion personnel.

REQUIRED KNOWLEDGES AND ABILITIES:

... Knowledge of the behavioral sciences of sociology, psychology, health science and health education theory.
... Knowledge of and skills in health education practices.
... Knowledge of the techniques of program planning, evaluation and implementation.
... Knowledge of community health promotion programs.
... Ability to provide consultation and technical assistance to individuals, groups and organizations involved in program activities.
... Ability to gather, assemble and analyze data on program activities.
... Ability to communicate effectively both orally and in writing.
... Ability to organize and conduct workshops in public health education.

2023671665

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

GENERAL INFORMATION TO CANDIDATES

1. HOW TO APPLY: Applications may be obtained from the Bureau of Human Resources, State House Station 4, Augusta, or any local office of the Maine Job Service. You may apply to be examined for a variety of State positions, but you must submit a separate application form for each job classification for which you wish to apply. Applications are considered for employment based upon information supplied on the application plus supporting documents. Incomplete or inadequate entries may cause an application to be unnecessarily rejected.
2. EXPERIENCE SUBSTITUTED: In rating experience and training qualifications as listed, applicants will be accepted for examination if their applications show an acceptable equivalent combination of experience and training, except where educational qualifications are reflected in necessary registrations such as to practice medicine or engineering, or where such educational requirements are set as standards by federal agencies making grants in aid or otherwise contributing to State programs.
3. ORAL EXAMINATION: The Bureau of Human Resources reserves the right to include an oral examination as a component part of the examination and to summon only those candidates receiving the highest rating in the preceding phases of the total examination process.
4. RESUMES: Education, training and experience used for meeting minimum qualifications used in establishing a score through a training and experience evaluation must be listed on the application itself. You may amplify or supplement this information by use of a resume.
5. CLOSING DATES: We adhere strictly to these dates so make sure your application arrives on time and is complete.
6. SALARY: Appointments normally will be made at the beginning step in the salary range.
7. APPEALS: Any competitor may appeal to the Director of the Bureau of Human Resources for a review of his/her rating in any examination. Such appeals must be requested in writing and within thirty calendar days after the date such examination notice result was postmarked.
8. APPOINTMENTS: Appointments are made by the various State Department Heads and not by the Bureau of Human Resources. When there is a vacancy in any department the Bureau of Human Resources submits a list of eligibles from the appropriate register. The Department Head may select anyone of those certified to fill the vacancy. The remaining names are returned to the list and will be considered for other vacancies.
   NORMAL ORDER REFERRAL: Persons who are: 1. on layoff; 2. agency employees; 3. other state employees; 4. others.
9. PROBATIONARY PERIOD: All appointments to permanent positions are made for a probationary period of not less than six (6) months, and this probationary period is an essential part of the examination process. During this period, the work and conduct of the employees are systematically checked and reported on by a supervisor to determine whether permanent appointment is desirable.

MINIMUM QUALIFICATIONS: A Baccalaureate Degree in Public Health Education, Community Health Education, the Behavioral Sciences, Nursing, Education or related area. Professional work experience in one of the above areas may be substituted for up to two (2) years of education on a year-for-year basis.

EXAMINATION: Will consist of a numerical evaluation of Training and Experience (100%).

APPOINTMENT LIST: (Register) will be established on an Open Competitive and Promotional basis and will be merged with the existing register.

NOTE: All completed application materials must be received by the Bureau of Human Resources, Station 4, Augusta, Maine 04333, no later than 5:00 p.m., February 13, 1989.

2023671666

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

MAINE STATE GOVERNMENT

. . . An Equal Opportunity/Affirmative Action Employer M/F/H

Department of Administration
Bureau of Human Resources
State Office Building, Room 214
State House Station 004
Augusta, Maine 04333

Telephone—207-289-3761

Bulletin # 6292 *Date Issued:* June 6, 1988 *Date Closing:* June 20, 1988

PUBLIC EXAMINATION ANNOUNCEMENT

PUBLIC HEALTH EDUCATOR III (RISK REDUCTION) (437402)

Pay Range: 23
Bargaining Unit: B - Professional and Technical
(24)IBM
EMorris

$388.80-425.60-444.80-464.80-486.40-509;60-533.20/wk.

PURPOSE OF ANNOUNCEMENT: To recruit qualified candidates for an immediate vacancy in the Department of Administration, Bureau of Employee Health, Augusta, Maine.

SCOPE OF WORK: This is Public Health Education work in planning, developing, implementing and evaluating statewide employee health promotion programs.

TYPICAL DUTIES:
... Conducts worksite health promotion and risk reduction programs.
... Organizes, plans, designs and monitors health promotion programs.
... Consults with agency administrators and employees to assess individual and group needs for health education and promotion.
... Researches and maintains data on Bureau programs to develop appropriate intervention strategies for employee health.
... Develops and oversees resource library including literature, films, professional materials.

REQUIRED KNOWLEDGES AND ABILITIES:
... Knowledge of the methods and techniques of disseminating health education information.
... Knowledge of modern educational theory and techniques.
... Knowledge of the principles of public health administration.
... Knowledge of effective display techniques and material production as related to public health education.
... Knowledge of research and evaluation methods and techniques.
... Ability to plan, organize and implement health information programs.
... Ability to communicate effectively, orally and in writing.
... Ability to establish and maintain effective working relationships with associates, representatives of other agencies, community groups and individuals.

(OVER)

CAREER OPPORTUNITIES

Rural and Urban Settings
Job Security
Promotional Opportunity
Liberal Vacation
Paid Sick Leave
Retirement
Hospital Coverage
Life Insurance
Educational Leave
A Nice Place To Work

2023671667

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

GENERAL INFORMATION TO CANDIDATES

1. HOW TO APPLY: Applications may be obtained from the Bureau of Human Resources, State House Station 4, Augusta, or any local office of the Maine Job Service. You may apply to be examined for a variety of State positions, but you must submit a separate application form for each job classification for which you wish to apply. Applications are considered for employment based upon information supplied on the application plus supporting documents. Incomplete or inadequate entries may cause an application to be unnecessarily rejected.
2. EXPERIENCE SUBSTITUTED: In rating experience and training qualifications as listed, applicants will be accepted for examination if their applications show an acceptable equivalent combination of experience and training, except where educational qualifications are reflected in necessary registrations such as to practice medicine or engineering, or where such educational requirements are set as standards by federal agencies making grants-in-aid or otherwise contributing to State programs.
3. ORAL EXAMINATION: The Bureau of Human Resources reserves the right to include an oral examination as a component part of the examination and to summon only those candidates receiving the highest rating in the preceding phases of the total examination process.
4. RESUMES: Education, training and experience used for meeting minimum qualifications used in establishing a score through a training and experience evaluation must be listed on the application itself. You may amplify or supplement this information by use of a resume.
5. CLOSING DATES: We adhere strictly to these dates so make sure your application arrives on time and is complete.
6. SALARY: Appointments normally will be made at the beginning step in the salary range.
7. APPEALS: Any competitor may appeal to the Director of the Bureau of Human Resources for a review of his/her rating in any examination. Such appeals must be requested in writing and within thirty calendar days after the date such examination notice result was postmarked.
8. APPOINTMENTS: Appointments are made by the various State Department Heads and not by the Bureau of Human Resources. When there is a vacancy in any department the Bureau of Human Resources submits a list of eligibles from the appropriate register. The Department Head may select anyone of those certified to fill the vacancy. The remaining names are returned to the list and will be considered for other vacancies.
   NORMAL ORDER REFERRAL: Persons who are: 1. on layoff; 2. agency employees; 3. other state employees; 4. others.
9. PROBATIONARY PERIOD: All appointments to permanent positions are made for a probationary period of not less than six (6) months, and this probationary period is an essential part of the examination process. During this period, the work and conduct of the employees are systematically checked and reported on by a supervisor to determine whether permanent appointment is desirable.

MINIMUM QUALIFICATIONS: A Baccalaureate degree in Public Health Education, Community Health Education, Health Education or related area and a minimum of two (2) years experience in Health Education program planning, development, implementation or evaluation.

EXAMINATION: Will consist of an evaluation of Training and Experience (100%).

APPOINTMENT LIST: (Register) will be established on an Open Competitive and Promotional basis and will be merged with the existing register.

NOTE: All completed application materials must be received in the Bureau of Human Resources, Station #4, Augusta, Maine 04333 no later than 5:00 p.m. on June 20, 1988.

2023671668

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

STATE HOUSE STATION #4
Telephone—207-289-3761 (Voice)
207-289-4537 (TDD)

STATE OF MAINE

ROOM 214
AUGUSTA, ME 04333

STATE WIDE PROMOTIONAL OPPORTUNITY

Agency: Statewide
Pay Range: 16
Bargaining Unit: A

Date Issued: July 2, 1989
Date Closing: Until Cancelled
Administrative Services
Bulletin # 5061E
(08)IBMPS2
GOttmann

ADMINISTRATIVE SECRETARY (002402)
(Dictaphone)

$320.80-349.20-362.80-377.20-393.20-409.20-425.60/wk.

PURPOSE OF ANNOUNCEMENT: To recruit qualified candidates to fill future vacancies statewide.

SCOPE OF WORK: This is secretarial work of an administrative nature involving responsibility for facilitating general departmental management details for a department head.

NOTE: ALL APPLICANTS MUST COMPLETE A SUPPLEMENTAL QUALIFICATION FORM AVAILABLE AT THE BUREAU OF HUMAN RESOURCES AND JOB SERVICE OFFICES THROUGHOUT THE STATE.

TYPICAL DUTIES:

... Takes and transcribes dictation, through use of stenography or dictaphone equipment.
... Prepares correspondence and other documents for a superior.
... Receives callers, arranges appointments, coordinates meetings and maintains frequent contact with the Executive Department and other agency officials as required.
... Keeps responsible records.

REQUIRED KNOWLEDGES AND ABILITIES:

... Knowledge of the functions, procedures, organization and governing laws and regulations of the administrative unit involved.
... Knowledge of modern office practices, procedures and equipment.
... Knowledge of the principles of office management and supervision and of standard record maintenance procedures.
... Ability to take shorthand or type from a dictaphone in order to transcribe complex and technical material.
... Ability to properly compose a variety of memoranda or letters with only general instructions.
... Ability to receive, screen or admit and give varied information to callers.

2023671669

POST IN A PROMINENT PLACE

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

GENERAL INFORMATION TO CANDIDATES

1. HOW TO APPLY: Applications may be obtained from the Bureau of Human Resources, State House Station 4, Augusta, any local office of the Maine Job Service or your Departmental Personnel Office. You may apply to be examined for a variety of State positions, but you must submit a separate application form for each job classification for which you wish to apply. Applications are considered for employment based upon information supplied on the application plus supporting documents. Incomplete or inadequate entries may cause an application to be unnecessarily rejected.
2. EXPERIENCE SUBSTITUTED: In rating experience and training qualifications as listed, applicants will be accepted for examination if their applications show an acceptable equivalent combination of experience and training, except where educational qualifications are reflected in necessary registrations such as to practice medicine or engineering, or where such educational requirements are set as standards by federal agencies making grants-in-aid or otherwise contributing to State programs.
3. ORAL EXAMINATION: The Bureau of Human Resources reserves the right to include an oral examination as a component part of the examination and to summon only those candidates receiving the highest rating in the preceding phases of the total examination process.
4. RESUMES: Education, training and experience used for meeting minimum qualifications used in establishing a score through a training and experience evaluation must be listed on the application itself. You may amplify or supplement this information by use of a resume.
5. CLOSING DATES: We adhere strictly to these dates so make sure your application arrives on time and is complete.
6. SALARY: Appointments normally will be made at the beginning step of the salary range.
7. APPEALS: Any competitor may appeal to the Director of the Bureau of Human Resources for a review of his/her rating in any examination. Such appeals must be requested in writing and within thirty calendar days after the date such examination notice result was postmarked.
8. APPOINTMENTS: Appointments are made by the various State Department Heads and not by the Bureau of Human Resources. When there is a vacancy in any department the Bureau of Human Resources submits a list of eligibles from the appropriate register. The Department Head may select anyone of those certified to fill the vacancy. The remaining names are returned to the list and will be considered for other vacancies.
9. PROBATIONARY PERIOD: All appointments to permanent positions are made for a probationary period of not less than six (6) months, and this probationary period is an essential part of the examination process. During this period, the work and conduct of the employee is systematically checked and reported on by a supervisor to determine whether permanent appointment is desirable.

MINIMUM QUALIFICATIONS: A six (6) combination of training, experience and education providing considerable knowledge of secretarial and/or office management activities which includes supervisory or senior level independent clerical experience of equivalent responsibility.

EXAMINATION: Will consist of a numerical evaluation of Training and Experience (100%).

APPOINTMENT LIST: (Register) will be established on a Statewide Promotional basis and will be merged with the existing register for the class.

Testing facilities are more readily available in Augusta. If you wish to tested in Augusta, please note on the front page of your application; otherwise we will schedule you at a test site nearest your home.

2023671670

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

MAINE STATE GOVERNMENT

Department of Administration
Bureau of Human Resources
State Office Building, Room 214
State House Station 004
Augusta, Maine 04333

...An Equal Opportunity/Affirmative Action Employer

Telephone - 207 - 289-3854 (VOICE)
Hearing Impaired - 207 - 289-4537 (TDD)

Bulletin # 4245L *Date Issued:* April 1, 1990 *Date Closing:* Until Cancelled

PUBLIC EXAMINATION ANNOUNCEMENT

CAREER OPPORTUNITIES

- Rural and Urban Settings
- Job Security
- Promotional Opportunity
- Liberal Vacation
- Paid Sick Leave
- Retirement
- Hospital Coverage
- Life Insurance
- Educational Leave
- A Nice Place To Work

WORD PROCESSING OPERATOR (000900)

Pay Range: 9
Bargaining Unit: A - ADMIN
(07)IBMPS2
Contact: G. Ottmann-Deeves

$272.40-296.40-305.60-316.40-328.00-339.20-352.40/wk.

Effective 10/1/90
$280.40-305.20-314.80-326.00-338.00-349.20-362.80/wk.

PURPOSE OF ANNOUNCEMENT: To recruit qualified candidates to fill future vacancies.

SCOPE OF WORK: This is clerical work operating a magnetic card/tape or disc word processing machine in a production oriented word processing environment.

TYPICAL DUTIES:

... Types reports, tables, letters from rough draft or dictating machine to store information on a word processing machine.
... Operates function keys and codes to use machine to perform desired functions.
... Sets tabs, margins, print type and page length to product correct format on typed copy.
... Deletes, adds and corrects information stored on recording medium.
... Proofreads documents for completeness and accuracy.

REQUIRED KNOWLEDGES AND ABILITIES:

... Knowledge of typing techniques (centering, spacing, margins, tabulation).
... Knowledge of English grammar, sentence structure, spelling and punctuation.
... Ability to do editorial checking for spelling, grammar and punctuation.
... Ability to type with speed and accuracy.
... Ability to meet production deadlines.
... Ability to perform repetitive work for prolonged periods of time.

MINIMUM QUALIFICATIONS: Two (2) years of general typing and clerical work providing the above knowledges and abilities.

2023671671

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

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3. ORAL EXAMINATION: The Bureau of Human Resources reserves the right to include an oral examination as a component part of the examination and to summon only those candidates receiving the highest rating in the preceding phases of the total examination process.
4. RESUMES: Education, training and experience used for meeting minimum qualifications used in establishing a score through a training and experience evaluation must be listed on the application itself. You may amplify or supplement this information by use of a resume.
5. CLOSING DATES: We adhere strictly to these dates so make sure your application arrives on time and is complete.
6. SALARY: Appointments normally will be made at the beginning step in the salary range.
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9. PROBATIONARY PERIOD: All appointments to permanent positions are made for a probationary period of not less than six (6) months, and this probationary period is an essential part of the examination process. During this period, the work and conduct of the employees are systematically checked and reported on by a supervisor to determine whether permanent appointment is desirable.

SPECIAL INFORMATION TO APPLICANTS: Applicants must certify to their ability to type at the rate of 40 words per minute on their application.

EXAMINATION: Will consist of a numerical evaluation of Training and Experience (40%) and a two (2) hour Written Test (60%), covering the following content areas: Alphabetical Filing; Word Meanings, Spelling, Sentence Structure, Chart Readings, Numerical Filing, Arithmetic Reasoning, Chart Interpretation and Basic Office Procedures.

APPOINTMENT LIST: (Register) will be established on an Open Competitive and Promotional basis and will be merged with the existing register.

2023671672

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

MAINE STATE GOVERNMENT

Department of Administration
Bureau of Human Resources
State Office Building, Room 214
State House Station 004
Augusta, Maine 04333

...An Equal Opportunity/Affirmative Action Employer

Telephone - 207 - 289-3854 (VOICE)
Hearing Impaired - 207 - 289-4537 (TDD)

Bulletin # 6153D *Date Issued:* April 1, 1990 *Date Closing:* Until Cancelled

PUBLIC EXAMINATION ANNOUNCEMENT

CLERK TYPIST II (001200)

Pay Range: 8
Bargaining Unit: A - ADMIN
(07)IBMPS2
Contact: G. Ottmann-Deeves

$265.60-289.60-299.60-310.40-320.40-330.40-344.40/wk.

EFFECTIVE 10/1/90:
$273.60-298.40-308.40-319.60-330.00-340.40-354.80/wk.

PURPOSE OF ANNOUNCEMENT: To recruit qualified candidates to fill future vacancies statewide.

SCOPE OF WORK: This is clerical and typing work involving complex and varied work methods and problems. Typing is essential in this work and the class is distinguished by relatively more complicated clerical assignments and typing more complex materials. Employee may act as a lead worker over small groups of clerical workers.

TYPICAL DUTIES:

... Sets up and types correspondence, reports, forms, etc. from rough draft or plain copy, including material containing graphs, charts and tables.
... Composes and types form letters and routine correspondence, prepares reports and tabulations.
... Prepares payrolls, vouchers, requisitions, purchase orders, etc.
... Maintains personnel, financial and other clerical records.
... Performs routine clerical operations such as filing, proofreading, answering the telephone, assisting the public, scheduling and canceling appointments.

REQUIRED KNOWLEDGES AND ABILITIES:

... Knowledge of English grammar, spelling and punctuation.
... Knowledge of standard office practices, procedures and equipment.
... Knowledge of standard letter and memo formats and various filing systems including cross-referencing and subsystems.
... Ability to type accurately at 30 words per minute.
... Ability to file, retrieve and maintain material using basic secondary systems.
... Ability to make intermediate arithmetic computations rapidly and accurately.

CAREER OPPORTUNITIES

- Rural and Urban Settings
- Job Security
- Promotional Opportunity
- Liberal Vacation
- Paid Sick Leave
- Retirement
- Hospital Coverage
- Life Insurance
- Educational Leave
- A Nice Place To Work

2023671673

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

GENERAL INFORMATION TO CANDIDATES

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2. EXPERIENCE SUBSTITUTED: In rating experience and training qualifications as listed, applicants will be accepted for examination if their applications show an acceptable equivalent combination of experience and training, except where educational qualifications are reflected in necessary registrations such as to practice medicine or engineering, or where such educational requirements are set as standards by federal agencies making grants-in-aid or otherwise contributing to State programs.
3. ORAL EXAMINATION: The Bureau of Human Resources reserves the right to include an oral examination as a component part of the examination and to summon only those candidates receiving the highest rating in the preceding phases of the total examination process.
4. RESUMES: Education, training and experience used for meeting minimum qualifications used in establishing a score through a training and experience evaluation must be listed on the application itself. You may amplify or supplement this information by use of a resume.
5. CLOSING DATES: We adhere strictly to these dates so make sure your application arrives on time and is complete.
6. SALARY: Appointments normally will be made at the beginning step in the salary range.
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8. APPOINTMENTS: Appointments are made by the various State Department Heads and not by the Bureau of Human Resources. When there is a vacancy in any department the Bureau of Human Resources submits a list of eligibles from the appropriate register. The Department Head may select anyone of those certified to fill the vacancy. The remaining names are returned to the list and will be considered for other vacancies. NORMAL ORDER REFERRAL: Persons who are: 1. on layoff; 2. agency employees; 3. other state employees; 4. others.
9. PROBATIONARY PERIOD: All appointments to permanent positions are made for a probationary period of not less than six (6) months, and this probationary period is an essential part of the examination process. During this period, the work and conduct of the employees are systematically checked and reported on by a supervisor to determine whether permanent appointment is desirable.

... Ability to follow written and oral instructions which explain varied or multiple procedures.
... Ability to proofread for conformance with prescribed pattern or form.
... Ability to transfer information and present it in a modified form according to procedure.
... Ability to work effectively with co-workers, supervisors and the public.
... Ability to instruct and advise clerical employees on methods and procedures.
... Ability to operate specialized office equipment.
... Ability to ask questions to complete forms, relay information and provide data for management.

MINIMUM QUALIFICATIONS: High school diploma or equivalent which includes office practices coursework, -OR- similar training and education such as vocational technical institute or adult education clerical coursework or secretarial school courses. -OR- equivalent clerical office work experience.

EXAMINATION: Will consist of a 2½ hour Written test (100%), covering the following content areas: Alphabetical Filing, Chronological Filing, Sorting Materials, English Usage, Capitalization, Punctuation, Grammar, Dictionary usage, Vocabulary, Proofreading, Interpreting Facts, Basic Arithmetic.

APPOINTMENT LIST: (Register) will be established on an Open Competitive and Promotional basis and will be merged with the existing register for the class.

2023671674

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

State of Maine

Technical Questions

Factor 5: Facilities

Question 1: Please provide documentation showing that the State health department has large meeting facilities available.

The Maine Bureau of Health has numerous meeting rooms available in state office buildings in the Augusta area as indicated on page 241 of the original Technical Proposal. There are thirty-eight meeting rooms ranging in capacity from 6 to 100 people in state-office buildings in the Augusta area. These are indicated in the listing attached. In addition, the Department of Administration maintains a list of facilities certified as handicapped accessible which are approved for use by state agencies. in addition to the state office building meeting space, there are numerous conference center meeting facilities in the Augusta area and throughout the state. There are large conference facilities in several parts of the State. The number of commercial conference facilities in Augusta and throughout the State are too numerous to mention here, however a listing of facilities that meet handicapped meeting space requirements is maintained. The Augusta area includes meeting space (available commercially) at the Senator Inn, Days Inn, Comfort Inn, Augusta Civic Center and other facilities.

In addition to Augusta area spaces, there are facilities available on University of Maine system campuses in locations throughout the State which will be important to provide for subcommittee meetings and training sessions which are accessible to Coalition members from many parts of the State. The Bureau of Health has utilized University system facilities from classrooms for small meetings to auditoriums for large conferences at several of the campuses, particularly the University of Southern Maine at Farmington, University of Maine at Presque Isle, University of Maine at Orono. Coalition members such as the University of New England College of Osteopathic Medicine and Area Health Education Center located at the University of New England have excellent and diverse meeting space available. Many coalition members have a wide variety of meeting space available which will be utilized for ASSIST functions. The numerous hospitals in Maine have excellent meeting facilities which will be utilized.

In summary, utilizing Maine state government meeting space, Coalition members' meeting facilities, University of Maine campuses, and commercially available meeting space, there are innumerable and sufficient meeting facilities for all ASSIST activities - meeting, training workshops, conferences, etc.

2023671675

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Department/Bureau	Location	Capacity
	AUGUSTA (Cont.)	
Human Services Regional Office	3 Meeting Rooms	20
	Capitol Shopping Center	12
	Western Avenue	10
Office of Alcohol & Drug Abuse Prevention	32 Winthrop Street	25
Divison of Audit	73 Winthrop Street	30
Bureau of Elderly & Aging Services	1 Amherst Street	20
Bureau of Health, Admin.	151 Capitol Street	15
	157 Capitol Street	15
Bureau of Income Maintenance	2 rooms	10
	Whitten Road	10
Bureau of Medical Services	2 rooms	25
	249 Western Avenue	50
Bureau of Rehabilitation	32 Winthrop Street	20
Mental Health & Mental Retardation	AMHI Marquardt Classroom II	100
	State Office Building 4th Floor	12
Public Safety	Hospital Street	30
Transportation	Child Street	50
	BANGOR	
Defense & Veterans' Services	Bangor Internat'l Airport	15
Environmental Protection	106 Hogan Road	10
Human Services	2 Rooms	35
	Griffin Road	20

2023671676

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

MEETING ROOMS AVAILABLE IN STATE GOVERNMENT

Department/Bureau	Location	Capacity
	AUGUSTA	
Administration Bureau of Data Processing	4th Floor, Room 414 State Office Building	10
Bureau of Employee Health	102 Sewall Street	8
Bureau of Human Resources	Nash School, Corner of Capitol & Sewall	25
	Testing Room, Room 214 State Office Building	60
Bureau of Public Improvements	State Office Building Room 211	10
Defense & Veterans' Services Military Bureau	Augusta Armory 185 Western Avenue	15
	Maine Military Academy Military Classroom Camp Keyes	35
	National Guard Headquarters Camp Keyes Bldg. #7	24
Economic & Community Development	187 State Street	10
	193 State Street	15
	219 Capital Street	70
Education & Cultural Services	Education Building State House Complex	20
Environmental Protection	71 Hospital Street	35
	Response Building-2 rooms AMHI Grounds	8 12
Finance Bureau of the Budget	State Office Building	6
Human Services Central Office	221 State Street 2nd Floor	20

2023671677

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

MAY 0 3

CERTIFIED FACILITIES AS OF May 1, 1990

	TO MEET	TO EAT	TO SLEEP	COMMENTS
AUBURN				
High St. Congreg. Ch. Tel. 784-1306	Y	Y		Certification relates to ingress from the Pleasant Street side.
AUGUSTA				
Alfred's Rest. Tel. 621-0100	Y	Y		
Augusta Civic Center Tel. 626-5968	Y	Y	N	Restrooms on upper levels not handicapped accessible. Eating facilities are accessible.
Coastline Inn Tel. 622-6371	Y	Y	Y	Coastline has put in a new unisex bathroom, new front doors, and provided access to its handicapped room. Grab bars are on order for the tub area.
Comfort Inn Tel. 623-1000	Y	N	Y	Eating is provided by catering or Alfred's Rest. which is part of this complex.
Howard Johnson Tel. 622-4751	Y	Y	Y	There are no accessible public restrooms. The meeting room is certifiable when the handicapped sleeping room can be made available. No visual alarms in sleeping room for the deaf.
St. Paul's Oblate Tel. 622-6235	Y	Y	N	A new accessible ramp and entrance door have been constructed.

2023671678

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

CERTIFIED FACILITIES AS OF
May 1, 1990

	TO MEET	TO EAT	TO SLEEP	COMMENTS
Senator Motel Tel. 622-5804	Y	Y	Y	The meeting space, sleeping room and eating capacity relate to the banquet area of this facility. Accessible route is from the rear side. The Senator has recently provided access to the restaurant area and registration area; however, there is no internal accessible public restrooms serving the restaurant.
BANGOR				
Bangor Civic Center Tel. 942-9000	Y	Y	N	Public restrooms are very good. Eating is catered. Handicapped parking located some distance from accessible entrance and have no access aisles.
Comfort Inn Tel. 942-7899	Y	Y	Y	The public restrooms are not accessible. Sleeping room will have to be made available for bathroom use for any handicapped participants
Hilton (Airport) Tel. 947-6721	Y	Y		The Hilton has chosen not to modify sleeping rooms. There will be a new addition in the near future. Certification is for day meetings only.
Holiday Inn (Odlin Rd) Tel. 947-0101	Y	Y	Y	Redefining handicapped parking at the front entrance and at the rear entrance will be accomplished in the Spring.

2023671679

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Business Proposal Questions

Question 1: According to the Uniform Budget Assumptions (Amendment 1, page 215) "Consultants or subcontractor labor should not exceed fifty percent of direct labor." Please resubmit accordingly.

Based on a review of the management plan in relation to the Statement of Work; a recognition of the importance of increasing state health agency capacity for tobacco prevention and control; recognition that program monitoring activities originally utilizing the Expert Panel Review would be accomplished through central NCI ASSIST and Coordinating Center activities; and discussion with NCI Project staff, the subcontract and Expert Panel will be deleted from the Best and Final Offer. Therefore, this item is resubmitted accordingly.

2023671680

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Business Proposal Questions

Question 2: Travel for committee meetings, coalition members, and executive committee travel is considered an intervention and should be part of estimated intervention monies. Please provide justification and annual estimates for such travel. Additionally, please resubmit travel line without these costs included.

The travel line has been adjusted accordingly. Travel for Coalition members, committee meetings, executive committee travel has been deleted from travel lines and will be charged to intervention monies. Justification and annual estimates are provided below.

Whenever possible, Coalition members, Executive Committee members, subcommittee and technical resource group members will charge travel costs to their own organization. However, there will be instances where intervention funds will be necessary for support of travel costs of Coalition participants. In-state travel will be reimbursed at the State of Maine rate of 22 cents per mile plus the actual costs of meals, lodging, tolls and parking. In-state meal rates are $21 per day; lodging rates are $35 per day with exception waiver requests necessary for higher rates. It is impossible to predict travel costs for Coalition members at this point. The number of Committee members needing travel support per meeting or per committee will be determined. In addition, the distance traveled will vary for each individual, thus making it difficult to predict cost. However, assumptions can be made based on sample locations and distances (see budget assumption).

In addition, should NCI determine that Coalition members will be invited to a specific National training, Maine ASSIST Project intervention funds will be utilized for this purpose. Again, this is difficult to predict.

2023671681

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Business Proposal Questions

Question 3: Please list local and national travel separately on budget sheet.

That has been done in the budget and budget narrative as part of the Best and Final Offer.

2023671682

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

State of Maine

Business Proposal Questions

Question 4: The Uniform Budget Assumptions (page 215) state "Any professional or support staff hours proposed on the consultant or subcontract line items will require reduction in hours billed under Direct Labor on the appropriate lines." The offerors subcontract exceeds this requirement; please adjust estimates accordingly.

As per the response to Question #1 above, the subcontractor and consultant lines have been eliminated from the Best and Final Offer. Therefore, this question is resolved.

2023671683

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Business Proposal Questions

Question 5: Please provide documentation of need for equipment proposed.

The proposed equipment from the original Business Proposal has been revised. Office furniture costs will be absorbed through use of existing furniture and state surplus. The Best and Final offer includes cost of a fax machine, with the documenting information attached to this question. Although the project will have access to the Bureau of Health's existing fax machine as indicated in the original Business and Technical Proposals, funding for a new machine is requested for the following reasons. The fax machine is located in the Division of Health Engineering which is in the next building from the Division of Health Promotion and Education. Due to the magnitude of the ASSIST Project and the importance of rapid communication both between the Maine Project and NCI and the Maine Project and its coalition member organizations, it has been determined that project management will be favorably enhanced through the use of a fax machine in the Division of Health Promotion and Education.

In addition, a request for computer equipment as per the Uniform Budget Assumptions is included. Due to the number of staff which will be hired for the Projectors and accompanying printers, etc. are requested. Current computer systems will be available for some use by Maine Project ASSIST, however current available capacity due to other projects in the division, is near limit. As a result, the computer equipment request is provided and is appropriate due to the number of staff to be added to implement ASSIST in Maine. Current computer systems will be available for some use by Maine Project ASSIST, however current available capacity due to other projects in the Division is near limit. As a result, the computer equipment request is provided and is appropriate due to the number of staff to be added to implement ASSIST in Maine. Documentation of the costs for the computer equipment is attached.

2023671684

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

ORDER FORM F-120

JAN 2 - 1991

STATE OF MAINE

Inter-Departmental Memorandum

Date January 4, 1991

To All Agencies & Departments — Dept.

From Janice Thomas, Buyer — Dept. Bureau of Purchases

Subject **FACSIMILE MACHINES**

The Bureau of Purchases has issued new contracts for facsimile machines. You have three (3) lines of thermal paper machines and two (2) lines of plain paper fax(es) to choose from.

Specification sheets on all four (4) machines are attached for your reveiw.

Each agency should carefully review the specification sheets. Your selection should not exceed your actual needs. The basic differences among the thermal paper machines are as follows:

	LOW RANGE	**vs**	**MEDIUM RANGE**
Page Count:	No		Yes
Throat Size	8.58"		10"
Document Feeder:	10 sheets		20 sheets
Effective Scan:	8.19"		9.9"
Cost:	$589.00		$694.00

	MEDIUM RANGE	**vs**	**HIGH RANGE**
Auto. Dial Capactiy:	76		100
Call Group:	None		20
Throat Size:	10.1"		11.7"
Document Feeder:	20 sheets		30 sheets
Effective Scan:	9.9"		10.1"
Cost:	$694.00		$962.36

PLAIN PAPER FAX	**LOW VOLUME**	**vs**	**HIGH VOLUME**
Transmission Speed:	12 sec.		10 sec.
Document Feeder:	20 sheets		30 sheets
One Touch Dial:	28		32
Print Method:	Ink Jet		Laser
Memory:	12 sheets		50 sheets
Max. Original:	8.5"x 78.74"		10.1" x 39.4"
Effective Print:	8.35"		8.0"
Cost:	$1,572.00		$1,990.00

After your have made your selection, submit a Purchase Requisition, BP-1A.. **Do not issue a Contract Release.** Purchase orders will be done in this office.

All fax machines carry a **one year warrantee** on both **parts** and **labor.** Instructions on their use will be given by the vendor upon request.

2023671685

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

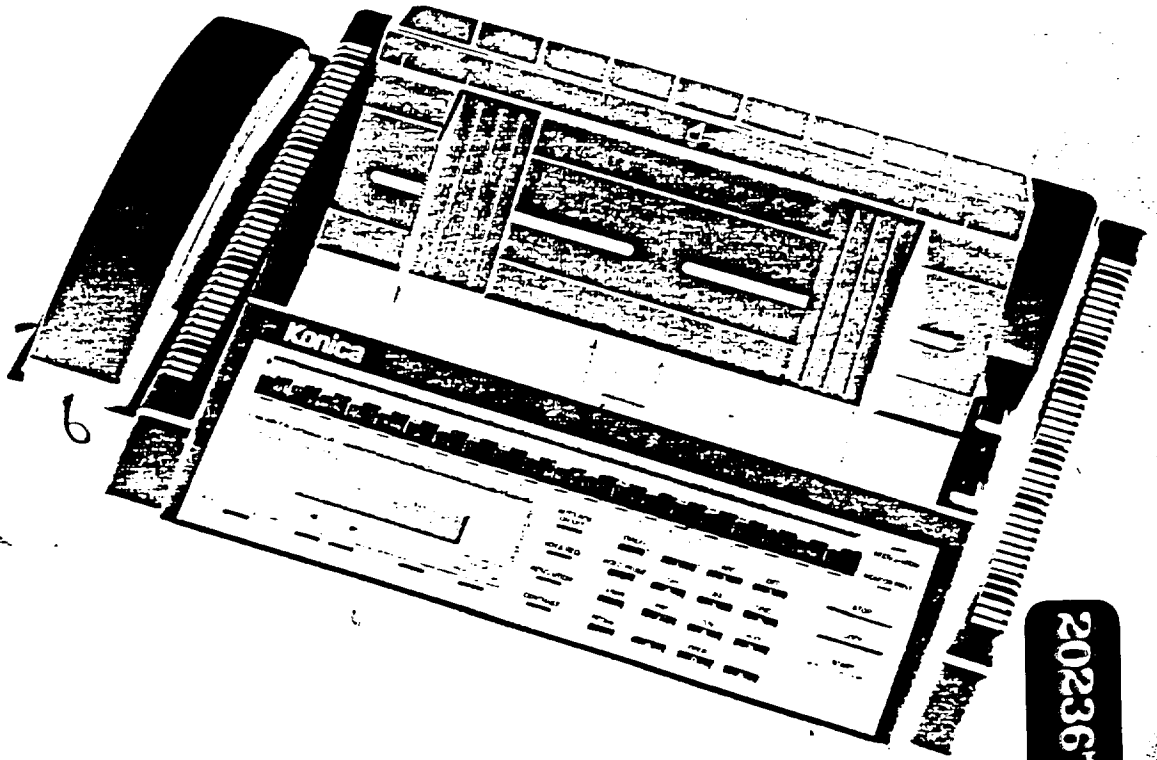
Prices are as follows:

Low Range	Panafax UF127	$ 589.00
Medium Range	Fujitsu 160	694.00
High Range	Konica 280	962.36
Plain Paper, low volume	Panasonic UF-300	1,572.00
" " high volume	Fujitsu 730	1,990.00

2023671686

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

KONICA FAX 280



THE ONE-TOUCH
COMMUNICATION SYSTEM.

2023671887

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

KONICA FAX 280

The one tool your business needs to communicate efficiently.

With the touch of a button, the Konica FAX 280 can put you in touch and keep you in touch. Anywhere. Anytime. For 85% less than the cost of overnight delivery. It can send or receive everything from proposals to photographs in seconds. It can automatically dial and poll, while assuring the security of your communications. And, it can even be used as a regular telephone and convenience copier.

STANDARD FEATURES.

Programmable Operation Keys: One-touch operation provides access to 20 programmable keys which automatically activate transmission parameters for maximum copy quality, dial the receiving facsimile and transmit the document. Each key can also be programmed to poll up to 100 remote locations.

Full Dot LCD Display Panel: The FAX 280 uses graphics and character display for easy and accurate operation.

Autodialer: As many as 100 frequently called numbers can be stored and dialed by simply touching one or two keys.

Polling: The FAX 280 allows the use of database, turnaround and sequential polling.

Telephone Function: The FAX 280 has a built-in handset and a multifunctional telephone including music on hold.

Copier: FAX 280 can also be used as a convenience copier.

16-Level Gray Scale: Transmit photographs with maximum accuracy.

Verification Stamp: A stamp is automatically affixed to the original document when transmissions have been received and confirmed by the receiving facsimile.

Relay Transmission Request: Transmit documents for relay to final destinations, eliminating long-distance phoning ahead.

Secure Communication: Use of a passcode eliminates unauthorized polling or transmission and allows secure transmission into private mail boxes.

High-Speed Remote Diagnostics: A remote diagnostic center can diagnose a problem in the FAX 280 at ultra-high speed, without first dispatching a service technician.

Automatic Reduction: Oversized documents can be reduced to accommodate the paper size of the receiving unit.

Automatic Redialing: The FAX 280 automatically redials at regular intervals when there is no response or the line is busy.

KONICA FAX 280 NOMINAL SPECIFICATIONS.

Type: Desktop facsimile transceiver

Compatibility: CCITT Groups 3 and 2

Applicable Telephone Line: Public Switched Telephone Network (P.S.T.N.) or the equivalent

Modem: 9600, 7200, 4800 and 2400 bps as per CCITT V.29, V.27ter with automatic fallback and step-up

Resolution: Norm 203H x 98V LPI
Fine 203H x 196V LPI
Super Fine 203H x 293V LPI
G2 203H x 98V LPI

Original Document Size: Width 5.04" to 11.69" (128mm-297mm) Length 2.87" to 16.54" (73mm-420mm)

Note: Length figure is without operator assistance. Length figure with operator assistance is 39.37" (1 meter).

Effective Maximum Scanning Width: 10.1" (256mm)

Effective Printing Width: 8.35" (212mm) (G3 mode)
8.07" (205mm) (G2 mode)

Scanning Method: Solid State CCD

Recording Paper Size: 8.5" x 328' (216mm x 100m)

Power Requirements: 103-132 VAC, 50/60 Hz, single phase

Dimensions: Width 16.22" x Depth 12.13" x Height 6.77" (412 x 308 x 172mm) (excluding handset, cradle, trays and other projections)

Weight: 25.5 lbs (11.6kg) (excluding trays, paper and power cord)

All specifications are approximate and subject to change.

Konica
COPIERS · FAX

KONICA BUSINESS MACHINES U.S.A., INC.

Convenience Copiers, Duplicators, Color Copiers, Digital Laser Copiers, Facsimile Machines, Service and Supplies

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2023671688

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Department of Human Services
Bureau of Health
Division of Health Promotion and Education
151 Capitol Street
Augusta, Maine 04333

April 3, 1991

To: Randy Schwartz, Director, Division of Health Promotion and Education

From: Laura Chaput, Division of Health Promotion and Education

Subject: Comparison prices of computers for the ASSIST Grant

The following are estimated prices for computer equipment outlined in the ASSIST Grant request. Please note that each computer is a little different because each supplier has their own standards.

The requirements of the ASSIST Grant are:

Major Workstation: IBM PS/2 Model 70 or compatible Class 80386 CPU, 2MB RAM, 40MB of Hard Drive, 1.2 MB Disk Drive, Super VGA Color Graphic Monitor.

Printer: LaserJet Series III Printer or Compatible with added memory and font cartridge

Modem: Standard 2400 baud Hayes or compatible

	BULL	HARPER	AT & T
386/25,4MB RAM, 70 MB Hard Drive, 1.2 MB Disk Drive	$3563.00		
IBM PS/2 40 MB Hard Drive, Model 80 2 MB RAM, 1.2 MB Disk Drive		$3380.00	
AT & T 386/25, 4 MB RAM, 1.2 MB Disk Drive, 40 MB Hard Drive			$5430.08
Very Good Monitor	599.00	439.00	548.09
6ppm Laser with 2 MB Memory HP LaserJet II Emulation	2346.00		
HP LaserJet Series III		2395.00	No Price Avail
External Modem	198.00	No Price Avail	No Price Avail
Modem from Corporate Software	$266.00		

2023671689

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Computer 2: IBM PS/2 Model 55 or compatible Class 80386/SX CPU, 2MB RAM, 40 MB Hard Disk, 1.2 MB Disk Drive, VGA Color Graphics Monitor

	BULL	HARPER	AT & T
386/SX 20 MHZ, 2MB RAM, 1.2 Disk Drive, 40 MB Hard Drive	$2263.00		
386 PS/20 55 Model, 2MB RAM, 40 MB Hard Disk, 1.2 MB Disk Drive		3050.00	
386/SX, 2MB RAM, 40 MB Hard Disk, 1.2 MB Disk Drive			2451.75
VGA Color Monitor	391.00	439.00	548.09

Software:
The State of Maine will only purchase software from Corporate Software.

DOS 3.3 comes with the computers

		Need	
Lotus 2.2	329.00	1	329.00
ProComm Plus	79.00	1	79.00
WordPerfect 5.1	280.00	2	560.00

Total for Computers

	BULL	HARPER	AT & T
Total	9360.00	9703.00	8978.01
Not included:			
Modem		198.00	198.00
Laser Printer			2346.00
Software	968.00	968.00	968.00
Total	10328.00	10869.00	12490.00

2023671690

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

DEDICATED PHONE LINE:

The Division of HealthPromotion and Education does not own a dedicated phone. This is primarily use with computers and it is much more expensive. I have quoted the price for a regular phone and the price of dedicated lines:

DEDICATED:

Installation			150.00
Wire and Labor (Estimate)			70.00
Monthly Charge	40.00	@ 12	480.00
Plus all long distance calls: (estimate)			1200.00
Total			1900.00
Total for second (1900.00 - 220.00)			1680.00
Total for third			1680.00
Total for three years			$5260.00

REGULAR:

Installation			150.00
Wire and Labor (Estimate)			70.00
Monthly Charge	29.00	@ 12	348.00
Plus all long distance calls: (estimate)			1200.00
Total			1768.00
Total for second (1768.00 - 220.00)			1548.00
Total for third			1548.00
Total for three years			$4864.00

2023671691

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Department of Human Services

APR 08 1991

State House, Augusta, Maine

Date April 4, 1991

To Laura Chaput, Data Analyst, Div. Health Promotion And Education

From Craig Winters, Senior Programmer Analyst, Division of Data Processing

Subject Price quote for computer equipment

The following is the information that you requested from Harper/Connecting Point and AT&T;

Order from;

Harper Connecting Point
319 Marginal Way
Portland, Maine 04101

Attn: Tracy Flanigan

Vendor ID: E010379202

Order Number: 8555061
PS/2 Model 55 SX, 16MHz 80386SX, 2MB, 60MB Fixed Disk
1-1.44 3.5" Drive, 3 Expansion Slots, VGA Graphics
Price: $2,571

Order Number: 8570E61
PS/2 Model 70 386, 16MHz 80386, 2MB, 60MB Fixed Disk
1-1.44MB 3.5" Drive, 3 Expansion Slots, VGA Graphics
Price: $2,901

The following are for either system:

Order Number: 8512001
14" Color Display 640 x 480 max.res. 256 colors
Price: $439

Order Number: 4869002
PS/2 External 5.25" 1.2MB Diskette Drive
Price: $336

Order Number: 6451007
Required adapter for 4869002 Diskette Drive
Price: $143

Order Number: 6280060
DOS 3.3 (Both 3.5" and 5.25" Diskette)
Price: $ 90

2023671692

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Order From:

AT&T
One Portland Pier
Portland, Maine 04101

Attn: Claude Cestaro

Vendor ID: E222406210E

Order Number: 3712-303 6386/SX CPU 302
3.5 iN. Floppy Disk Drive
2 MB RAM (expandable to 8 MB
305 B Keyboard
16 MHZ Clock
VGA Video Interface Integrated
Serial and Parallel Interfaces
Mouse Port
80 MB Hard Disk Unit
Price: $2,786.20

Order Number: 3713-313 6386/25 CPU 313
3.5 In. Floppy Disk Drive
4MB RAM (Expandable to 8 MB)
305B Keyboard
25 MHZ Clock Rate
Disl Controller
Parallel interface
Serial interfaces (2)
Mouse Port
80 MB Hard Disk Drive
Price: $5,267.75

Order Number: 37376 VGA Video Controller
Price: $308.65

The following would be used on either machine;

Order Number: 37375 VGA Color Monitor
Price: $548.09

Order Number: 37733 5.25 In. Floppy Drive
Price: $163.50

Order Number: 1021-017 MS DOS 3.3
Price: $147.15

The above machines were the closest that I could come to the configurations specified for IBM. The only other hard drive that they listed was a 40MB. They also did not list a 16MHz, 386 machine. A new price list is supposed to be out shortly which may include new configurations and some price changes. Rather than delay this information I have listed it using the most recent information that I have dated October 1, 1990.

2023671693

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Bull HN Information Systems Inc.
[illegible]

MAR 19 1991

Worldwide Information Systems

March 15, 1991

Bull

Laura Chaput
State of Maine
Department of Human Services
151 Capital Street
Augusta, Maine 04333

Dear Laura,

Per our discussion, I have outlined price quotes for your PC requirements. These systems exceed both the performance and capabilities of their competitive models.

Desktops		Purchase Price	Annual Maint.
ZBV-3624-KM	Z386/25, 4mb Memory, 3.5" Diskette, 70mb Disk, MS-DOS 4.0, Mouse, Windows	$3,400	199
ZD-12-A	Internal 5.25 Diskette	163	10
ZM-2401	External 2400 Baud Modem	198	14
ZCM-1492	14" Flat Tension Monitor	599	60
		$4,360	$283
ZMV-3926-GM	Z386/SX, 20 MHZ, 2mb Memory, 3.5" Diskette, 40mb Disk, MS-DOS, Windows	2,100	190
ZD-12-A	Internal 5.25" Diskette	163	10
ZM-2401	External 24 Baud Modem	198	14
ZCM-1390	VGA 13" Color Monitor	391	30
		$2,852	$244

Options

* Super VGA -- Replace ZCM-1492 or ZCM-1390 in respective configuration with:

Z-649	Texas Instruments Video Adapter 60 MHZ, 34010 Processor	520	10
ZCM-1650	16 " Diagonal TIGA Monitor, 1024x768 pixsel density color	1,190	80

2023671694

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Order from:
Corporate Software
P.O. Box 9169
Canton, MA 02021

Vendor ID: E042776573

Order Number: HCHAY03
Hayes Smartmodem 2400 (External)
Price: $370

Order Number: CODAR01 BV
PROCOMM PLUS 2.0
Price: $ 79

Order Number: SSLOT80 (Add a "C" to this number for 3.5")
Lotus 1-2-3 2.2 Standard Edition
Price: $329

Order Number: WPSS123N (Add a "C" to this number for 3.5")
WordPerfect 5.1
Price: $280

Order Number: WPMST07N V For 5.25" or WPMST07NCV for 3.5"
Microsoft Word for DOS
Price: $230

I have included Microsoft Word where it is the Department standard. If you wish to order WordPerfect, justification must be provided.

If you need further information please call.

2023671695

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

* Laser printers

PRT7500	6ppm Laser with 1mb Memory, HP LaserJet II Emulation	1,806	400
PRM7500	Addl. 1mb of Memory	510	0
HCA-53	Parallel Cable	30	--

Note: Additional Font Cartridges can be purchased by calling 1-800-343-6665.

Please call me if you have any questions.

Sincerely,

Anthony M. Correale

AMC/jrs

2023671696

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Business Proposal Questions

Question 6: Please provide documentation for the cost estimate for the dedicated phone line.

Documentation is provided on the attached.

2023671697

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

TELEPHONE SERVICE WORK REQUEST

707 WATER ST, GARDINER 04345 582-8383 FAX 582-1008

SERVICE ORDER NUMBER 03042

DEPARTMENT: DHS
DIVISION: Health Promotion & Education
APPROP #: NA -
A=ADD C=CHANGE D=DELETE M=MOVE

ADDRESS/BUILDING: 151 Capitol Street - Augusta
CITY/TOWN: Augusta, Maine 04333
FLOOR/ROOM: 1st floor
NEAREST TEL #: 289-5185

CONTACT: Laura Chaput
CONTACTS TEL #: 289-5180
DUE DATE: May 13, 1991
B=BUSY DA=DONT ANSWER V=VARIABLE

	NAME	JOB	JACK #	PRIMARY TEL #	SECONDARY TEL #	CABLE	PAIR	JACK	PIN	CALL FORWARD	POG	TEL SET
	ASSIST Grant											
	1 Centrex	Line	150.00	Installation	Charge							
			29.00	Per Month	Per Station							
			12¢ Min.	For In State Calls								
			Plus Tolls	For Long	Distance.							

2023671698

TITLE Laura Chaput DATE 5/9/91

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Business Proposal Questions

Question 7: Please provide a list of possible consultants and all supporting information according to the Uniform Budget Assumptions (p. 220).

As per the response to Business Proposal Question 1, and Management Approach Question 7, the consultant cost line has been eliminated from the Best and Final offer.

2023671699

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Business Proposal Questions

Question 8: According to the RFP, the intervention phase (Phase II) begins in year 3 of this contract. Please justify intervention monies in years 1 and 2.

This request has been adjusted according to the RFP Amendment 04, Uniform Budget Assumptions and the appropriate "mobilization monies" have been requested in this line.

However, the offerer originally requested intervention monies in Years 1 and 2 due to a recognition that the community organization and mobilization activities for a public health intervention, and particularly for a coalition-based project the magnitude of the ASSIST Project, are an essential and integral aspect of the project. It is, in fact, so integral to the project that such a phase is in itself an intervention activity. The mobilization phase is so critical to the future success of the delivery of smoking prevention and control interventions that it is essential that proper resources be allocated to assuring its proper implementation. The community organization and mobilization phase includes the site analysis and comprehensive plan development. It also involves the coalition building activities which include training and procedural development to assure proper coalition functioning and maintenance. This is reviewed in detail in the Technical Proposal. However, it provides the rationale for the magnitude of the original Years 1 and 2 intervention monies request. The Best and Final offer request has been made in accordance with the Amendment 04 Uniform Budget Assumptions for Mobilization monies ($15,000). However, the offerer suggest NCI consider an increase in this line to account for the importance of the activities and the magnitude of the ASSIST Project.

2023671700

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

Business Proposal Questions

Question 9: Please provide complete documentation regarding the subcontractor. Additional information should be provided regarding the subcontractor's role and responsibilities and how they are consistent with the Statement of Work, as well as a complete subcontract budget. If the subcontractor will be engaging consultants, the subcontractor proposal must include a list of consultants and provide supporting information according to the Uniform Budget Assumptions (p. 220).

Based on a re-examination of the Statement of Work, a recognition of the importance of state health agency capacity building, and other factors, the offeror has deleted the subcontractor from the Best and Final Offer. The Maine Project ASSIST staff will assume duties previously designated for the subcontractor. The revised management plan provided with the Best and Final Offer accounts for this revision.

2023671701

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

State of Maine

Business Proposal Questions

Question 10: The offeror proposes the purchase of food and catering, this is not seen as appropriate use of contract funds and should not be proposed.

This was in the subcontractor's proposed workplan and has been deleted accordingly (as has the subcontract been deleted).

2023671702

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000

State of Maine

Business Proposal Questions

Question 11: Please provide documentation for the proposed fee.

The proposed "fee" was a misnomer used for the indirect rate. The Maine Department of Human Services Bureau of Health indirect rate negotiated with the US Department of Health and Human Services is 7.3%. Documentation of the rate negotiation is attached.

2023671703

Source: https://www.industrydocuments.ucsf.edu/docs/sfbl0000